University of Pittsburgh
at Greensburg

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STUDENT HANDBOOK
2013 – 2014

(includes Student Code of Conduct & Judicial Procedures
and Resident Handbook)

August 2013

It is my pleasure to welcome you to the 2013-2014 academic year at the University of Pittsburgh at Greensburg! Whether you are a new student or a returning student, I am glad you have chosen to be a member of our campus community. As a member of this community, you will benefit from a faculty and staff dedicated to providing you with a comprehensive academic and co-curricular learning experience

I hope you are excited about the upcoming year. You possess a valuable opportunity to gain the knowledge and skills that will ensure success in college and throughout your life. You will be able to explore new ideas, to express yourself, and to achieve your goals in a challenging, yet supportive environment. Your active involvement in the classroom, in student organizations, and at campus events will ensure your experiences at Pitt-Greensburg are rewarding.

I urge you to take pride in the work you do and be proactive regarding the opportunities available to you. I encourage you to seek out and cultivate faculty and staff members that can be a mentor to you. Likewise, please remember your responsibility to reach out to serve and help others.

As stated in the Pitt Promise, learning is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. This Student Handbook and Student Code of Conduct have been developed to help enrich your education. It provides information on campus programs and services, as well as, the University's expectations of you as a member of the campus community. The faculty and staff stand ready to guide and support your growth as a student and as a person. It is now up to you to apply yourself to your utmost ability and take advantage of all Pitt-Greensburg has to offer.

Please accept my best wishes for a successful and enjoyable year.

Rick Fogle
Dean of Student Services

GENERAL INFORMATION

The Student Handbook is not intended to be a complete statement of all University policies, procedures, and academic regulations. Additional information may be found in the Pitt-Greensburg Bulletin and in materials available at the Office of Academic Affairs and/or at the Office of Student Services. Information contained in the Handbook is subject to change at any time, with or without notice. The Handbook does not represent a contract between the University of Pittsburgh at Greensburg and its students. The information contained herein supersedes that published in previous handbooks.

Special thanks to all who assisted with the revision, editing, and proofreading of this handbook.

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CALENDAR OF IMPORTANT DATES – FALL TERM 2013 (2141)

August 26	Fall Term – Classes begin
August 30	Students are encouraged to speak with their instructor if adding a class after this date
September 2	Labor Day (University closed)
September 6	Last day to change term schedule with no record on transcript; Courses dropped after this date but prior to the 9th week of the term will receive a "W" grade on the transcript*
September 6	Last day to submit Buckley Amendment Refusal to Permit the Release of "Directory Information" forms to the Registrar
September 9	Course instructors must approve courses dropped beginning this date*
September 20	Last day to exercise credit/audit grade option (contact Office of the Registrar)
September 23-27	Advising appointment sign-ups for Spring 2014 registration
September 30	Last day to apply for December 2013 graduation; a $15 late fee will be assessed after this date
October 7	Mandatory advising appointments will begin in order for students to be able to self-enroll for Spring Term classes
October 14	Fall Break for Students (no classes); University offices remain open
October 15	Monday Classes – Classes normally scheduled to meet on Monday (October 14) will meet Tuesday (October 15); Tuesday classes will not meet this week
October 25	Last day to withdraw from a course; a "W" grade will be assigned on the transcript
October 26	Last day to resign from the Fall Term with a 60% tuition charge
October 28	Spring Term Self Enrollment appointments begin
November 27-Dec 1	Thanksgiving Recess (no classes); University offices remain open November 27
December 6	Last day of classes for Fall Term
December 7	Reading period for all day classes
December 7-14	Evening and Saturday classes will continue to meet during this period and final exams will be held during the last scheduled class meeting
December 9-14	Final exam period for all classes
December 14	Fall Term ends; Official date for degrees awarded in Fall Term
December 15-Jan 5	Winter Recess for students (no classes)
December 18	Final grades must be marked "approved" by instructors by 12:00 noon before final grade posting can begin
December 24-Jan 1	Winter Recess for faculty and staff (all University buildings are closed)
January 2	All University offices and buildings reopen
January 6	Spring Term classes begin

*Failure to attend a class does not constitute an official resignation. Students are not automatically dropped when they do not attend classes. Students can drop classes through September 6, Monitored Withdrawal requests (with instructor's signature) by October 25, and resign from all classes (form available in the Office of the Registrar) by October 26. Failure to drop/resign means that the student will be financially responsible for all courses. Students who do not drop/resign and who also do not complete Monitored Withdrawal requests by the deadlines listed above may receive "F" grades in their courses.

The Pitt Greensburg Registrar reserves the right to make changes as are deemed necessary with the exception of those dates that appear in the University of Pittsburgh Academic Calendar.

CALENDAR OF IMPORTANT DATES – SPRING TERM 2014 (2144)

January 2	All University offices and buildings reopen
January 6	Spring Term classes begin
January 17	Last day to add a course; students are encouraged to speak with their instructor if adding a class after January 10th
January 17	Last day to drop a course with no record on the transcript; courses dropped after this date but prior to the ninth week of the term will receive a "W" grade on the transcript*
January 17	Last day to submit Buckley Amendment Refusal to Permit the Release of "Directory Information" forms to the Registrar
January 18	The course instructor must approve course withdrawals beginning this date
January 20	Martin Luther King's birthday observance (University closed)
January 31	Last day to apply for April 2014 graduation; a $15 late fee will be assessed for applications received after this date
January 31	Last day to exercise credit/audit grade option (contact the Office of the Registrar)
February 10	Advising appointment sign-ups for Summer and Fall 2013 registrations will take place February 10-14
February 17	Summer Term registration begins for all students
February 24	Mandatory advising appointments will begin in order for students to be able to self-enroll for Fall classes
March 7	Last day to withdraw from a course; a "W" grade will be assigned on the transcript
March 7	Last day to resign from the Spring Term with a 60% tuition charge; thereafter, tuition charge is 100%
March 10	The Director of Academic Advising will approve course withdrawals beginning this date through the end of the term only in exceptional circumstances; "W" grades on shown on the transcript
March 9-16	Spring Recess for students (no classes); all University buildings and offices will remain open and staffed except on Spring Holiday
March 14	University's observance of Spring Holiday (University closed)
March 24	Fall Term registration appointments begin
April 18	Last session for all day classes (Monday-Friday) except for makeups
April 19	Reading period for all day classes
April 19-26	Evening and Saturday classes will continue to meet during this period and final exams will be held during the last scheduled class meeting
April 21-26	Final exam period for all classes
April 26	Spring Term ends; Commencement; Official date for degrees awarded in Spring term
April 30	Final grades must be marked "approved" by instructors by 12 noon before final grade posting can begin

*Failure to attend a class does not constitute an official resignation. Students are not automatically dropped when they do not attend classes. Students can drop classes through January 17, Monitor Withdrawal (with instructor's signature) by March 7, and resign from all classes (form available in the Registrar's Office) by March 7. Failure to drop/resign means that the student will be financially responsible for all courses. Students who do not drop/resign and who also do not complete Monitored Withdrawal requests by the deadlines listed above may receive "F" grades in their courses.

The Pitt Greensburg Registrar reserves the right to make changes as are deemed necessary with the exception of those dates that appear in the University of Pittsburgh Academic Calendar.

Pitt-Greensburg Facilities

The following is a list of abbreviations common to the University and used throughout this handbook:

APH	Apollo House
ATHH	Athena House
BFH	Benjamin Franklin House
CCLC	Campana Chapel & Lecture Center
CH	Chambers Hall (Bookstore, Food Service, Gym, Information Desk, Office of Student Services)
COLLH	College Hall
FACH	Frank A. Cassell Hall
FOB	Faculty Office Building
GCPB	Greensburg Campus Police Building
LYC	Lyceum
LH	Lynch Hall (Administration)
MMH	Margaret Mead House
MCK	McKenna Hall
ML	Millstein Library (Admissions & Financial Aid, Student Accounts and Office of the Registrar)
PH	Powers Hall
PMB	Plant Maintenance Building
RH	Robertshaw Hall
RIH	Rossetti International House
SEH	Selene House
SH	Smith Hall (Science and Engineering Facilities)
TMH	Thurgood Marshall House
UC	University Courts
VH	Village Hall
WH	Westmoreland Hall

A copy of the current campus map can be found at: www.greensburg.pitt.edu/sites/default/files/Map-Greensburg%202012-2013.pdf.

ACADEMIC INFORMATION

Information concerning the grading system, the curriculum, probationary and disciplinary status, leaves of absence and resignation, etc., may be found in the current Pitt-Greensburg Bulletin, which is available online at http://www.bulletins.pitt.edu/greensburg. If you have any questions concerning academic regulations or the curriculum, please contact Academic Advising in Millstein Library.

ACADEMIC INTEGRITY -- STUDENTS

1) STUDENT OBLIGATIONS

A student has an obligation to exhibit honesty and to respect the ethical standards of the academic community in carrying out his academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he/she:

a) Refers during an academic evaluation to materials or sources, or employs devices not authorized by the instructor.
b) Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
c) Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
d) Engages in unauthorized possession, buying, selling, obtaining or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
e) Acts as a substitute for another person in any academic evaluation process.
f) Utilizes a substitute in any academic evaluation procedures.
g) Practices any form of deceit in an academic evaluation proceeding.
h) Depends on the aid of others in a manner expressly prohibited by the instructor in the research, preparation, creation, writing, performing or publication of a work to be submitted for academic credit or evaluation.

i) Provides aid to another person, knowing such aid is expressly prohibited by the faculty member, in the research preparation, creation, writing, performing, or publication of work submitted for academic credit or evaluation.
j) Presents as one's own, for academic evaluation, the ideas, representations or words of another person or persons without customary and proper acknowledgment of sources.
k) Submits the work of another person in a manner that represents the work to be one's own.
l) Knowingly permits one's work to be submitted by another person without the instructor's authorization.
m) Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
n) Indulges, during a class (or examination session) in which one is a student, in conduct that is so disruptive as to infringe upon the rights of faculty member or fellow students.
o) Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to another student.
p) Violates the canons of ethics of the academic community.

2) PROCEDURES FOR ADJUDICATION

No student should be subject to an adverse finding that he/she committed an offense related to academic integrity and no sanction should be imposed in relation thereto, except in accordance with procedures appropriate for disposition of the particular matter involved. The degree of formality of proceedings, the identity of the decision maker or decision makers, and other related aspects properly reflect such considerations as the severity of the potential sanction, its' probable impact upon the student, and the extent to which matters of professional judgment are essential in arriving at an informal decision. In all cases, however, the objective is to provide fundamental fairness to the student as well as an orderly means for arriving at a decision, starting first with the individual instructor and the designated administrative officers or bodies.

These guidelines are not meant to address differences of opinion over grades issued by faculty in exercising good faith professional judgments of student work. They are meant to address matters in which a faculty member intends to penalize a student based upon an alleged breach of academic integrity. In matters of academic integrity, the succeeding procedural steps must be followed:

a) Any member of the University community may bring to the attention of the faculty member a complaint that a student has failed, in one or more respects, to meet faithfully the obligations specified in the above Section 1[1]. Acting on his or her own evidence, and/or on the basis of evidence submitted to the faculty member, the faculty member will advise the student that he/she has reason to believe that the student has committed an offense related to academic integrity, and the student will be afforded at least an informal opportunity to respond. If the accused student and faculty member agree on a specific resolution offered by either of them, the matter should be considered closed if both parties sign a written agreement to that effect and submit it to the Vice President for Academic Affairs. The Vice President for Academic Affairs will maintain a written record of the agreement, signed by the student and the faculty member. These records are not to be added to the student's individual file, and they are to be destroyed when the student graduates or otherwise terminates registration. The Office of the Vice President for Academic Affairs may provide such information on an individual student for the following uses:

    1. to a faculty member who is involved with a student integrity violation at the initial stage and who wished to use this previous record in determining whether a resolution between the faculty member and the student or an academic integrity board hearing may be most appropriate, especially in the case of repeat offenders; and
    2. to the Academic Standards Committee after a decision of guilt or innocence has been made in a case, but before a sanction has been recommended.

b) If an agreed upon resolution between the faculty member and the student cannot be reached, the faculty member will file a written statement of charges with the Vice President for Academic Affairs. Such a statement should set forth the alleged offenses which are the basis of the charges, including a factual narrative of events and the dates and times of the occurrences. The statement should also include the names of persons having personal knowledge of circumstances or events, the general nature and description of all evidence, and the signature of the charging party. If this occurs at the end of term, the "G" grade should be issued for the course until the matter is decided. In situations involving the student's last term before graduation, degree certifications can be withheld pending the outcome of the hearing, which should be expedited as quickly as possible.
c) The Vice President for Academic Affairs will transmit these charges to the student, together with a copy of these regulations.
d) The letter of transmittal to the student, a copy of which shall be sent to the faculty member or the charging party, will state a time and place when a hearing on the charges will be heard by the Academic Standards Committee.
e) In proceedings before the Academic Standards Committee, the student shall have the right:

    1. to be considered innocent until found guilty by clear and convincing evidence of a violation of the student obligations of academic integrity;
    2. to have a fair disposition of all matters as promptly as possible unless the circumstances make this impossible;

3. to elect to have a private or public hearing;
4. to be informed of the general nature of the evidence to be presented;
5. to confront and question all parties and witnesses except when extraordinary circumstances make this impossible;
6. to present a factual defense through witnesses, personal testimony, and other relevant evidence;
7. to decline to testify against himself or herself;
8. to have only relevant evidence considered by the Committee;
9. to have a record of the hearing (audio tape), at his or her own expense, upon request.

f) The hearing should provide a fair inquiry into the truth or falsity of the charges, with the charged party and the faculty member afforded the right to cross-examine all adverse witnesses. The Academic Standards Committee shall not permit extramural legal counsel but non-attorney/non-law student representatives from within the University community shall be permitted for both faculty and students.

g) Any member of the University community may, upon showing relevancy and necessity, request witnesses to appear at the hearing. Witnesses who are members of the University community shall be required to appear, and other witnesses shall be requested to appear, at a hearing. When necessitated by fairness or extraordinary circumstances, the Chair of the Academic Standards Committee may make arrangements for recorded or written testimony for use in a proceeding.

h) Hearing Procedure: The hearing will be conducted as follows:

1. The Chair of the Academic Standards Committee will not apply technical exclusionary rules of evidences followed in judicial proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Chair of the Academic Standards Committee in ruling on the admissibility of evidence. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced;
2. the alleged offense or offenses upon which the complaint is based shall be read by the Chair of the Academic Standards Committee;
3. objections to procedure shall be entered on the record, and the Chair of Academic Standards Committee shall make any necessary ruling regarding the validity of such objections;
4. the charging party shall state his or her case and shall offer evidence in support thereof;
5. accused or representative for the accused shall have the opportunity to question the charging party;
6. the charging party shall be given the opportunity to call witnesses;
7. the accused or representative for the accused shall be given the opportunity to question each witness of the charging party after he or she testifies;
8. the charging party shall inform the Chair when his or her presentation is completed, at which time the members of the Academic Standards Committee shall be given an opportunity to ask questions of the persons participating in the hearing;
9. the Academic Standards Committee shall recess, and the Chair of the Committee shall make a determination as to whether the charging party has presented sufficient evidence to support a finding against the accused, if such evidence is uncontroverted
10. depending upon the determination of the Chair of the Academic Standards Committee, the matter shall be dismissed or the accused shall be called upon to present his or her case and to offer evidence in support thereof;
11. the accused may testify or not as he or she chooses;
12. the charging party shall have the opportunity to question the accused if the accused voluntarily chooses to testify;
13. the accused or representative for the accused shall have the opportunity to call witnesses;
14. the charging party shall have the opportunity to question each witness of the accused after he or she testifies;
15. the accused shall inform the Chair when his or her presentation is complete and the Academic Standards Committee members shall have an opportunity to ask questions of the accused as well as the accuser's witnesses;
16. the Chair of the Academic Standards Committee shall have an opportunity to address the Committee on University regulations or procedures in the presence of all parties, but shall not offer other comments without the consent of all parties;
17. the hearing shall be continued and the members of the Academic Standards Committee shall deliberate in private until a decision is reached and recorded.

i) A suitable record (audio recording) shall be made of the proceedings exclusive of deliberation to arrive at a decision.

j) The proposed decision, which shall be written, will include a determination of whether the charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the decision shall state the particular sanction or sanctions to be imposed. Prior violations or informal resolutions of violations may be considered *only* in recommending sanctions, not in determining guilt or innocence. Once a determination of guilt has been made, before determining sanctions, the Chair of the Academic Standards Committee should find out from the Vice President for Academic Affairs whether prior offenses and sanctions imposed have occurred.

k) The proposed decision shall be submitted to the Vice President for Academic Affairs, who will make an independent review of the hearing proceedings. The Vice President for Academic Affairs may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he deems this to be necessary. Upon completion of such additional proceedings, if any, the Vice President for Academic Affairs shall issue a final decision. The Vice President for Academic Affairs may reject any findings made by the Academic Standards Committee adverse to the student, and may dismiss the charges or reduce the severity of any sanction imposed, but he may not make new findings adverse to the student or increase the severity of a sanction, except in the case of repeating offenders who have been previously found in violation of the Academic Integrity Guidelines.

l) The Chair of the Academic Standards Committee shall then transmit to the charged party and the faculty member copies of all actions taken by the hearing authority and the Vice President for Academic Affairs. If a sanction is imposed, the notice to the student will make reference to the student's opportunity, by petition filed with the Provost, to appeal to the University Review Board.

3) TIMELINESS

It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure by the instructor to use diligence in utilizing these proceedings may constitute grounds for dismissal of charges. Parties have the right to seek review by the Provost or to petition the university Review Board for an appeal from the decision of an academic integrity hearing board (Academic Standards Committee) within five (5) working days of the date of the decision letter.

4) SANCTIONS

The alternative sanctions, which may be imposed upon a finding that an offense related to academic integrity has been committed, are the following:

a) Dismissal from the University without expectation of readmission.
b) Suspension from the University for a specific period of time.
c) Dismissal from the course in which the offense occurred, with or without the opportunity to be enrolled therein at a future date.
d) Reduction in grade, or assignment of a failing grade in the course in which the offending paper or examination was submitted.
e) Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred.

In administering sanctions, the campus must strive to achieve consistency in its application. That is, the same sanctions should be applied for the same offenses, unless extenuating circumstances can be documented, e.g., the student is a repeat offender.

The imposition of such sanctions may be considered by the school in the preparation of any report concerning a student submitted to a government agency, accredited body, or other person or institution in accordance with the requirements of the law or the consent of the student.

5) REVIEW AND APPEAL

A student or faculty member may seek to have the Vice President's final decision (or determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost. The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies.[2]

ACADEMIC INTEGRITY -- FACULTY

1) OBLIGATIONS

A faculty member accepts an obligation, in relation to his/her students, to discharge his/her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community (as well as those of the profession).

Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstances) to conduct themselves in a professional manner, including the following:

a) To meet their classes when scheduled.
b) To be available at reasonable times for appointments with students, and to keep such appointments.

c) To make appropriate preparation for classes and other meetings.
d) To perform their grading duties and other academic evaluations in a timely manner.
e) To describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course, announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluations and, in advance of any evaluation, the permissible materials or references allowed during the evaluation. [3]
f) To base all academic evaluations upon good-faith professional judgment.
g) Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual orientation, age, national origin, political or cultural affiliation, and lifestyle, activities or behavior outside the classroom unrelated to academic achievement.[4]
h) To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be required by law. [5]
i) Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.
j) To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
k) To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
l) To respect the dignity of students individually and collectively in the classroom and other academic contexts.[6]

2) GRIEVANCE PROCEDURES

Any member of the University community may bring to the attention of the divisional chairperson and/or the Vice President for Academic Affairs a complaint that a faculty member has failed, in one or more respects, to meet faithfully the obligations set forth above. The chairperson or Vice President for Academic Affairs, in his discretion, will take such action by way of investigation, counseling, or action -- in accordance with applicable University procedures--as may appear to be proper under the circumstances. The faculty member's and student's interest in confidentiality, academic freedom, and professional integrity in such matters will be respected.

3) INDIVIDUAL GRIEVANCES

In order to provide a means for students to seek and obtain redress for grievances affecting themselves individually, the following procedures should be followed. These are not intended and shall not be used to provide sanctions against faculty members.

4) PROCEDURES

Where an individual student alleges with particularity that the actions of a faculty member have resulted in serious academic injury to the student, the matter shall (if requested) be presented to the Academic Standards Committee for adjudication. Serious academic injury includes, but is not necessarily limited to, the awarding of a lower course grade than that which the student has earned, or suspension from a class. However, this is not intended to address normal grading decisions of faculty exercised through good faith professional judgments in evaluating student work.

It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conferences with the faculty member concerned and, if such attempts are unavailing, to call the matter first to the attention of the divisional chairperson or the Vice President for Academic Affairs for consideration and adjustment by informal means. If a matter remains unresolved after such efforts have been made, the following grievance procedures shall be employed:

a) The aggrieved student will file a written statement of charges with the Vice President for Academic Affairs.
b) If the Vice President for Academic Affairs determines that the charges are subject to adjudication under the terms of the Academic Integrity Guidelines, he will transmit said charges to the Academic Standards Committee, with a copy going to the faculty member and student along with a copy of these regulations.
c) The letter of transmittal to the faculty member, a copy of which will also be sent to the student, will state the composition of a committee that has been named to meet with the involved parties to make an informal inquiry into the charge.
d) The committee shall meet with the faculty member, the student, and others as appropriate to review the nature of the problem in an attempt to reach a settlement of the differences. This is not a formal hearing, and formal procedural rules do not apply. Upon completion of this meeting, if not mutually agreeable resolution results, the committee may produce its own recommendation for a solution to the conflict.

e) Should the committee recommend that the faculty member take some corrective action on behalf of the student, its recommendation shall be provided to the faculty member. As promptly as reasonable and at least within five (5) working days after the faculty member receives the recommendations of the committee, the faculty member shall privately take that action which he or she elects, and so advise the student and chair of the committee of that action.

f) Should the committee conclude that the faculty member need not take corrective action on behalf of the student, this finding shall be forwarded to both the faculty member and the student.

g) g) If the student elects to pursue the matter further, either because he or she is dissatisfied with the resulting action of the faculty member or the conclusion of the committee, he or she should discuss this intent with the chair of the committee, who should review the procedures to be followed with the student. If the student wishes to proceed with a formal hearing, the chair of the committee shall advise the Vice President for Academic Affairs that the case appears to involve a student's claim of serious academic injury, and that the **formal** hearing procedure must be initiated.

h) The formal hearing should provide a fair inquiry into the truth or falsity of the charges with the faculty member and the student afforded the right to cross-examine. The Academic Standards Committee shall not permit legal counsel, but a representative from within the University community shall be permitted for both faculty and student.

i) A suitable record (audio recording) shall be made of the proceedings, exclusive of the deliberations to arrive at a decision.

j) The proposed decision, which shall be written, shall include a determination of whether the charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the decision shall state the particular remedial action to be taken.

k) The decision shall be submitted to the Vice President for Academic Affairs, who will make an independent review of the hearing proceedings. The Vice President for Academic Affairs may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. The Vice President for Academic Affairs may limit the scope of any further proceedings or require that part or all of the original proceedings be reconvened. Upon completion of such additional proceedings, if any, the Vice President for Academic Affairs shall issue a final decision. The Vice President for Academic Affairs may reject any findings made by the Academic Standards Committee, may dismiss the charges or reduce the extent of the remedial action to be taken. If the Vice President for Academic Affairs believes the remedial action may infringe upon the exercise of academic freedom, he will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom before issuing his or her own decision. The decision of the Vice President for Academic Affairs shall be in writing, set forth with particularity any new findings of the fact or remedies, and shall include a statement of the reasons underlying such action.

5) REMEDIAL ACTION

Remedies on a student's behalf should usually be those agreed to willingly by the faculty member. Other remedial action to benefit a student may be authorized by the Vice-President for Academic Affairs only upon recommendation of the Academic Standards Committee limited to: allowing a student to be evaluated for work that would otherwise be too late to be considered; directing that additional opportunities be afforded for consultation or instruction; eliminating a grade that had been assigned by a faculty member from the transcript; changing a failing letter or numerical grade to a "pass" or "satisfactory" grade, so as not to adversely affect a student's grade average; allowing a student to repeat a course without penalty, schedule and program permitting.

If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the Vice President for Academic Affairs will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAF). In such cases, TAF may identify other acceptable remedies or tender advice as may be appropriate in the situation.

No action detrimental to the faculty member will be taken, except as in strict accordance with established University procedures. An adjustment hereunder on the student's behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

6) REVIEW AND APPEAL

A student or faculty member may seek to have the Vice President's final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, whose recommendation shall be made to the exhaustion of all required institutional remedies.

If any such determination may be deemed to have a possible adverse effect upon the faculty member's professional situation, the faculty member may seek the assistance of the Tenure and Academic Freedom Committee of the University Senate.

7) TIMELINESS

It is the responsibility of all parties, including administrative officers, to take prompt action in order that grievances can be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results. Parties have the right to seek review of the Provost or to petition the University Review Board for an appeal from a decision of the Academic Standards Committee or investigatory committee within five (5) working days from the date of the decision letter.

8) INVESTIGATORY COMMITTEES AND HEARING BOARDS

The Academic Standards Committee is a standing committee of the Pitt-Greensburg Senate composed of five members: three faculty members, one member of the campus academic administration, and one representative from the SGA. Among the Committee's many student related functions is that of dealing with hearings related to alleged violations of these Academic Integrity Guidelines. The current membership list may be obtained at any time from the office of the Vice President for Academic Affairs **(LH 203A).** In case a faculty member removes himself/herself from the proceeding, the remaining faculty members and the **administrative** representative will cooperate to have another faculty member assigned. If a student member resigns from the Committee, the SGA will select another representative. Information about the structure, procedures, and scope of review of the University Review Board may be obtained at any time from the office of the Vice President of Academic Affairs **(LH 203A).**

GRIEVANCE PROCEDURES AGAINST SENIOR ADMINISTRATORS

A student complaint of arbitrary or unfair treatment against the principal office of an academic unit (e.g., the campus President) should be made to the Provost. There must be a prompt review and decision on the grievance. Members of the faculty who may be called upon to review and advise on the grievance should be drawn from outside the jurisdiction of the administrator against whom the charge is made.

ENDNOTES

[1] If the faculty member elects not to pursue a complaint submitted by a member of the University community, the complaint can be submitted to an individual appointed by the Vice President for Academic Affairs who can pursue the matter in place of the faculty member.

[2] In implementation, the decision of the Provost shall be binding on matters of code interpretation & procedures, determination of serious injury, and determination that an allegation is subject to adjudication by the procedures provided by herein.

[3] It is expected that a faculty member will provide student with a notion of what is required in a course, and how he/she will be evaluated; a general statement of broadly defined parameters would therefore suffice. If a course is deemed experimental in content, evaluation techniques, or grading practices, the student should also be advised. By academic evaluation is meant measurement or grading of a student's academic performance, such as in written or oral examinations or papers, research reports, or class or laboratory participation.

[4] If a student charges such discrimination, the Vice President for Academic Affairs will consult with the unit affirmative action officer to ensure compliance with civil rights legislation and regulations. In such cases, the University State Tenure and Academic Freedom Committee may be consulted at any time.

[5] References or recommendations may be given in good faith by a faculty member on his or her own behalf without documentation of a student's consent if it may be reasonably perceived that the student initiated the request for a recommendation, in response to apparent bona fide inquires, such as those from institutions that state that the student has applied for employment, for admission to a graduate academic unit, or for a professional license.

[6] Students are advised that other University policies may more appropriately apply to a given grievance or avenue of redress, including, but not necessarily limited to, the *University of Pittsburgh Sexual Harassment Policy and Procedures*.

ACADEMIC AWARDS

Up to six awards, each carrying a monetary stipend, may be granted every year to full-time and part-time students who have demonstrated academic excellence. The underclass (30-59 credits), intermediate (60-89 credits), and upper class (90 or more credits) awards are generally made by March of each year.

Selection is made by the Vice President for Academic Affairs. The Vice President is not obligated to make an award in any category when, in his/her judgment, no suitable candidate is found.

In general, the Vice President uses the following criteria in making the selection: (1) intellectual ability of a high order (as reflected in the Quality Point Average); and (2) breadth and diversity of education (as reflected by course work in a variety of areas and disciplines).

Students ordinarily do not apply for consideration for these awards. The Vice President makes his selections from a pool of eligible students (those with a QPA of at least 3.750). Students may not receive an award in the same category (underclass, intermediate, upperclass) more than once. Six awards are given out to qualifying students every year.

Eligible students who do not win the award, but who have demonstrated outstanding academic abilities may be named as runners-up and honored with the students receiving the awards.

1) THE DEAN'S LIST

***FULL-TIME STUDENTS*:** Soon after the completion of the Fall and Spring Terms, a list is compiled of students whose grades in the preceding term indicate outstanding academic achievement by the office of the Vice President for Academic Affairs. To be placed on the Dean's List a student must have earned at least 12 credits with a grade of A, B or C, must have no grade lower than a C-, must have a term QPA of at least 3.250.
***PART-TIME STUDENTS*:** Part-time students are eligible for the Dean's List once they have achieved degree status (completion of 15 credits). Part-time students must have earned at least 6 credits with a grade of A, B, or C, must have no grade lower than a C-, must have a term QPA of at least 3.250. No Vice-President's list is compiled for the Summer Term.

2) THE QPA IS CALCULATED IN THE FOLLOWING MANNER:

a) Each letter grade (except G, P, S, and W) is assigned a numerical value:

A+ = 4.000	B+ = 3.250	C+ = 2.250	D+ = 1.250	F = 0.000
A = 4.000	B = 3.000	C = 2.00 0	D = 1.000	
A- = 3.750	B- = 2.750	C- = 1.75 0	D- = 0.750	

b) Students should add up the number of credits they have earned with a grade of A, B, C, D or F (do not add the number of credits earned with a G, P, S or W).

c) Multiply the number of credits (c) earned by the quality points (q) assigned to the grade received (see the following example).

Course	Grade	Credits	Quality Points (q)	c x q
Math	C	2	2	=4
French 1	A	5	4	=20
Psych 80	D	3	1	=3
English CP2	B	3	3	=9
Physics 10	F	3	0	=0
		16		36

d) Now add the total number of credits taken. Add the total number of quality points earned (the c x q figure). In the above example, a total of 16 credits and 36 quality points were earned.

e) Divide the number of credits INTO the number of quality points: therefore, 36/16=2.250, the student's term QPA (quality point average) is 2.250.

f) For subsequent terms, you must again add all credits earned at Pitt (for all terms) and all quality points earned (in all terms) and again, divide all credits into all quality points earned. This is your cumulative QPA.

PROGRAMS OF STUDIES OPTIONS

1) FOUR YEAR PROGRAMS AT PITT-GREENSBURG

Pitt-Greensburg grants degrees in the following baccalaureate majors:

American Studies (BA)
Anthropology (BA)
Applied Mathematics (BS)
Biological Science (BS)
Chemistry (BS)
Communication: Rhetoric and Communication (BA)
Criminal Justice (BA)
Early Childhood Education (BS)
Secondary Education (BS)
English Literature (BA)
English Writing (BA)
History (BA)
Humanities Area Concentration (BA)
Management (BS)
Management-Accounting (BS)
Management Information Systems (BS)
Natural Science Concentration (BS)
Political Science (BA)
Psychology (BS)
Self-Designed Major (BA/BS)
Social Science Area Concentration (BA)
Spanish (BA)
Visual and Performing Arts (BA)

The Information Science (IS) program offered through the School of Information Sciences can be completed at the Greensburg campus. Students must apply for admission into the program once they earn approximately sixty credits.

2) CROSS REGISTRATION WITH SETON HILL COLLEGE and WCCC

Pitt-Greensburg, Seton Hill University, and Westmoreland County Community College (WCCC) have developed a program of inter-institutional cooperation that includes cross registration for classes and library privileges. The cross-registration agreement is intended to give students access to courses that are not available on their home campuses. Cross registration is limited to one course per semester and is available only during fall and spring terms and only to full-time students. There may be limitations on the ability of juniors and seniors to cross register for classes at WCCC. Students should consult their advisors or the Office of Academic Affairs.

NOTICE TO INDIVIDUALS WITH DISABILITIES

Specific provisions of Section 504 related to postsecondary education prohibit discrimination against students/persons with disabilities in recruitment, admission and treatment after admission. It requires that colleges and universities make "reasonable accommodations" to those who possess a record of such impairment. These provisions are necessary to ensure that students/persons with disabilities are given the opportunity to fulfill academic requirements and that they are not excluded from the programs because of the absence of auxiliary aids such as interpreters, taped texts, readers and adaptive classroom equipment.

Students with a learning disability who require accommodations under the Rehabilitation Act of 1973 must provide recent documentation of their learning disability.

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Director of Learning Resources Center, Dr. Lou Ann Sears, Room 240 Millstein Library (724) 836-7098(voice), as early as possible in the term. Learning Resources Center will verify your disability and determine reasonable accommodations for this course.

Between July 1 and August 31, students interested in disability services should see Mr. Gawain Emanuel in ML 103, 724-838-8027 voice.

1) SERVICES

Services for students with disabilities include:

- Academic accommodations as determined by psycho-education testing
- Counseling (academic, career, group, personal, transfer)
- Information on taped texts
- On- and off- campus job listings
- Tutoring referrals
- Software

Information on additional resources is available in the Learning Resources Center, ML 250, 724-836-7098 or, and in the Office of Student Services, CH 219.

2) ACCESSIBILITY

PITT-GREENSBURG provides barrier-free access for students/persons with disabilities including ramps, automatic doors, restrooms, water fountains, telephones, and reserved parking areas close to all building entrances. For accessibility/accommodation information and assistance, please reach Dr. Lou Ann Sears, Director of the Learning Resources Center, Pitt-Greensburg, ML 240, 150 Finoli Drive, Greensburg, PA 15601, 724-836-7098, voice, (e-mail los3@pitt.edu). She is on campus between September 1 and June 30. Between July 1 and August 31, call Mr. Gawain Emanuel at 724-838-8027, voice. Mr. Emanuel can also be reached in the Millstein Library Building or by writing to his attention at 150 Finoli Drive, Greensburg, PA 15601.

DISABILITY RESOURCES

1) ACADEMIC ACCOMMODATIONS REVIEW COMMITTEE

Pitt-**G**reensburg has an Academic Accommodations Review Committee that serves as a resource for faculty, academic

administrators, and University students for a final review of disagreements concerning specific academic accommodation requests. For more information about this committee, see Dr. Wesley Jamison in **LH 203A, 724-836-7593**, Dr. Melissa Marks in FACH 232, 724-836-7073, or Mr. Gawain Emanuel in Millstein Library 103, 724-838-8027.

2) GRIEVANCE PROCEDURES REGARDING DISABILITY SERVICES

a) The student requests accommodation(s) and provides supporting documentation according to University guidelines to the Learning Resources Center.
b) In instances in which there is disagreement concerning the appropriateness of the requested accommodation, the student, instructor teaching the course for which the accommodation has been requested, and the Director of the Learning Resources Center will make every effort to resolve the disagreement in a timely manner.
c) If agreement cannot be reached, the student, instructor, or University administrative staff may file a petition with the chairperson of the Academic Accommodations Review Committee who has the responsibility for convening the committee within ten (10) working days of receiving the petition.
d) The Committee then reviews the petition and any additional relevant information from University personnel in order to render a decision within ten (10) working days from the date of the petition. This decision is subject to the approval of the Provost.
e) While the Academic Accommodations Review Committee reviews a petition, the instructor will provide reasonable accommodation(s).
f) The decision of the Provost is the final level of appeal within the University.

LEARNING RESOURCES CENTER

(Writing Center, Tutoring, Study Strategies, Disability Resources)

The Learning Resources Center, located in the Millstein Library Building (ML 250), provides free tutoring in various subject areas. (Tutoring depends upon availability of tutors and funding. The Center cannot guarantee that a tutor will be immediately available for the subject that you have in mind).

Walk-in help with academic matters is also available. You do not need an appointment. However, when you stop by without an appointment, please be patient until help is available.

In the fall and spring, drop-in tutors are available to look over your papers.

You are welcome to take the free handouts, and use the computers for paper writing and other work.

The Center also provides disability resources for students who qualify.

The Center is open during the Fall and Spring terms Monday through Friday 8:00 am –4:30 pm. Call for summer hours. These hours are subject to change.

For assistance with disability resources between July 1 and August 31, students should call Mr. Gawain Emanuel at 724-838-8027 voice. His office is located in the Millstein Library.

ASSISTIVE TECHNOLOGY

1) **Recorded Books:** Students who need recorded books (as supported by documentation) may inform Lou Ann Sears, ML 240, 724-836-7098

2) **TTY Phones:** Pitt-Greensburg has two TTY Phones: Chambers Hall Information Desk and Security Office. The security office is open 24 hours a day.

3) **Track Ball:** A Track Ball, opposed to a standard mouse, is located in Cassell Hall on one of the computers in the lab. Cassell Hall staff can point out the location.

4) **JAWS Software:** This screen reader software is available in Cassell Hall, Millstein Library, and McKenna Hall

5) **CCTV:** The Millstein Library has one station for magnification of material. Please inquire at the library or in ML 240.

6) **Victor Reader Vibes:** Pitt-Greensburg has two Victor Reader Vibes for use with recorded books. These can be found in the Millstein Library.

7) **Dragon Naturally Speaking Software:** This voice-recognition software is located in FACH 113.

8) **Daisy Software:** This program, located in FACH 113, allows students to listen to their taped books.

9) **MAGIC software:** This is a text enlargement program available in the library, Cassell Hall, and McKenna Hall.

10) **Read &Write Gold software:** This is available in the Learning Center only, ML 250.

11) **Kurzweil 3000**: Reading, writing, and learning software for special education students located in Millstein Library, Cassell Hall, and McKenna Hall.

For other assistive-technology needs, please see Lou Ann Sears, ML 240, 724-836-7098 voice.

FINANCIAL AID

Full-time students enrolled for at least twelve credits per term and part-time students enrolled for at least six credits per term are eligible to apply for the Federal Pell Grant, PHEAA Grant, and three types of University-administered aid: Federal Supplemental Education Opportunity Grants, Federal Perkins Loan and Federal Work-Study employment. In some cases, Federal Pell Grants are available to students who are enrolled less than half time. In addition, students taking at least six credits per term may apply for a Federal Direct Stafford Loan.

Students must reapply annually by submitting the Free Application for Federal Student Aid (FAFSA) to receive consideration for financial aid. Applications for University-administered aid for returning Fall/Spring students should be received no later than April 1.

Regardless of the source of funds, in no case may a student's aid exceed his/her demonstrated financial need. Students receiving amounts in excess of need will be notified of adjustments to one or more of their awards.

Students relocating to another Pitt campus must apply to the Financial Aid Office at that campus. University-administered funds *cannot* be transferred.

1) Financial Aid Academic Year Deadlines

For further information on loans, as well as a comprehensive statement regarding Pitt-Greensburg Financial Aid policies, practices and procedures, you should visit the Pitt-Greensburg website at www.greensburg.pitt.edu/admissions/financialaid.

2) Academic Standards for Continued Financial Aid at the University of Pittsburgh at Greensburg

Financial aid regulations dictate that a student must demonstrate academic progress in order to continue to receive financial aid. Aid agencies are **not** aware of your academic progress when they determine your eligibility for grants. An award letter from them only means that you are **financially** eligible; Pitt-Greensburg is required to determine if you are also **academically** eligible. If you do not meet the standards for academic progress stated below, you are **not** eligible to receive financial aid.

Please note that there are differences in the standards and procedures used for federal, Pennsylvania, and University aid programs. It is possible that you could be eligible to receive aid from one source and not eligible for aid from another source.

ACADEMIC PROGRESS STANDARD for FEDERAL AID

The standards and procedures described in this section apply to all of the following types of financial aid:

- Federal Pell Grant
- Federal Direct Stafford Loan
- Federal Perkins Loan
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study
- Federal PLUS Loan
- Some private student loans ask your lender for academic progress requirements

In compliance with federal student financial aid regulations, the academic performance of students enrolled at the University of Pittsburgh will be reviewed annually to determine whether or not they are making Satisfactory Academic Progress (SAP). This review will occur during the month following the end of the spring term each yeah. All students who might be eligible to apply for federal financial aid will be reviewed an evaluated. This requirement applies to all continuing graduate and undergraduate

degree seeking University of Pittsburgh students. Components of the SAP requirement include a measure of cumulative GPA, Total Attempted Credits and Pace of Completion.

1. **GPA Requirement**
   Undergraduate students must achieve a 1.50 minimum cumulative GPA at the end of their first academic year to be considered to be meeting SAP standards. Undergraduate students must achieve a 2.00 cumulative GPA at the end of their second and subsequent academic year to be considered to be meeting SAP standards. Transfer credits will not be considered in the calculation of cumulative GPA.

2. **Attempted Credits/Program Length**
   Credits attempted by a student cannot exceed 150% of the credits required as defined by the University's published length of specific program. All courses with a passing or failing grade will be counted as credits attempted. All courses with a grade designated as G, I, or W will be counted as credits attempted. Credits on all repeated courses will be counted as credits attempted. Transfer credits from another school will be counted both in terms of hours attempted and hours completed in SAP evaluation.

3. **Pace of Completion**.
   Pace of completion will be based on cumulative credits attempted and cumulative credits completed. The pace of completion will be measured annually at the end of the evaluation period. Cumulative student course completion rate cannot be less that 67%. All courses with a passing or failing grade will be counted as credits attempted. All courses with a grade designated as G, I, or W will be counted as credits attempted. Credits on all repeated courses will be counted as credits attempted. Transfer credits from another school will be counted in both terms of hours attempts and hours completed in SAP evaluation.

4. **Satisfactory Academic Progress**
   All students who meet the GPA, pace of completion, and maximum program length requirements will be assigned a Satisfactory Academic Progress indicator for the upcoming school year. The Financial Aid Office will assign a No Progress status to students who do not meet these standards. Students are not eligible for Title IV financial aid and other financial aid sources if their SAP status is equal to Not Meet.

5. **Appeal Process**
   The University of Pittsburgh provides an appeals process for students who are determine to be Not Meet. Appeals will be limited to students who experienced personal illness or personal accident, death of a member of the student's immediate family, or other extraordinary circumstances that prevented the student from attending classes and successfully completing the coursework. Request for appeal of a Not Meet status must be initiated in the Office of Financial Aid Appeal's Committee, if an appeal is reviewed favorably, the student will regain eligibility for one payment period, provided that the student clearly demonstrates that he or she will be able to meet SAP standards at the end of the next payment period. In cases where an appeal is reviewed favorably, but it is not possible for the student to meet the minimum requirements in one term, the student may choose to agree to the terms and conditions of a defined academic plan, which is designed to provide a pathway to regaining eligibility on a term-by-term basis. The Office of Financial Aid will review student records at the end of each term to determine if the terms and conditions of the plan are being met. An academic plan will remain valid, on a term-by-term basis, unless the student fails to meet the terms and conditions of the plan or regains eligibility under the established standards. Failure to meet the terms and conditions of the approved plan during a semester will result in the loss of future federal Title IV financial aid.

REGAINING FEDERAL FINANCIAL AID ELIGIBILITY

The Financial Aid Office will reconsider a student's account at the time when his/her academic record improves. If the student feels that he has earned the reinstatement after the fall grades are posted, then it is his/her responsibility to complete and submit to the Office of Financial Aid the Academic Progress exception for Financial Aid.

LIMITATIONS for FEDERAL AID AMOUNTS

For federal financial aid purposes, a student enrolled in a program leading to a bachelor degree must complete the 120 required credits within a maximum of 180 credits taken. This means that students may not receive federal aid after 180 credits have been attempted. Students can receive Federal Direct Stafford program proceeds up to the maximum dollar amount allowed by federal regulation.

ACADEMIC PROGRESS STANDARD for PENNSYLVANIA AID PHEAA GRANTS

This standard applies to grants from the Pennsylvania Higher Education Assistance Agency (PHEAA).

ACADEMIC PROGRESS REQUIREMENTS for PENNSYLVANIA STATE AID (PHEAA)

When the Pennsylvania state grant agency **(PHEAA)** awards a grant, it requires that a student complete 12 new credits for each full-time grant and 6 new credits for each part-time grant. Over the course of two semesters (usually fall and spring terms for one academic year), full-time students must earn 24 credits to maintain eligibility for Pennsylvania state grants.

There is no minimum GPA required. Students should be aware that they cannot count repetitions of classes for which they previously received credit toward the minimum number of required credits.

Over the course of an academic year:

- Full time students: 24 credits completed in last two terms
- Part time students: complete 6 credits per term

SUMMER REDEMPTION

If a student falls short of the credit requirement after the fall and spring semesters, he or she can enroll in summer classes to make up the credit deficiency. Students, who enroll for summer classes at another institution, must provide the Office of Financial Aid with a transcript documenting the successful completion of summer classes. State grants will be reinstated for students who achieve the minimum credit requirement after taking summer classes.

A student who has earned too few credits will lose his or her grant for the fall term. However, the state grant can be reinstated for the spring term if the student makes up his or her credit deficiency during the fall.

ACADEMIC PROGRESS STANDARD for UNIVERSITY SCHOLARSHIPS

Pitt-Greensburg University scholarships are awarded to students based on academic criteria only. The Pitt-Greensburg Scholarship Committee evaluates every application when it is submitted for admission.

University scholarships are renewable provided the student maintains a 3.250 cumulative GPA during the fall and spring terms. The GPA is only reviewed at the end of the spring term to determine renewal eligibility. A student who falls below this level for fall has the opportunity to make-up the deficiency during the spring semester. Housing scholarships are only valid if the student continues to live in university housing.

Once a scholarship has been forfeited, the student cannot have it reinstated for future terms.

STUDENT ACCOUNTS

1) TUITION AND FEES (2013 – 2014 rates for undergraduate courses):

For residents of Pennsylvania, the tuition rate is $508.00 per credit for 11 credits or less. For full time students (12 -- 18 credit hours), undergraduate tuition is $6,104 per term.

For out-of-state residents, tuition is $950.00 per credit. For full time students (12 - 18 credit hours), undergraduate tuition is $11,406 per term.

An application fee of $45.00 is charged to new students for admission to undergraduate courses.

Full-time and part-time students are required to obtain a parking permit for $75.00 for full time and $40 for part time. The parking permit is valid from August to August of the next year (See Parking).

General Fees per term (All students are assessed the following fees):

Fee	Full-time Students	Part-time Students
Student Center	$80.00	$32.00

Student Activity	$85.00	$22.00
Health	$25.00	$0
Computer Network	$175.00	$100.00
Athletic	$95.00	$20.00

The right to change tuition rates and fees at any time without advance notice is reserved by the University. Tuition and fees presented in this booklet are unofficial and subject to change without notification.

2) STUDENT EMERGENCY LOAN FUND

The purpose of the emergency loan fund is to assist students in overcoming minor financial emergencies relating to his/her education. The operating base from which these funds are derived is small, thus it is imperative that the borrower repay his/her note within the stipulated period in order that others might also benefit from this fund. This fund will be in operation during the Fall, Spring, and Summer terms as follows:

a) To be eligible, an applicant must be enrolled as a student with 3 or more credits at the University.
b) Loans are made for emergency purposes only to students who are in good financial standing at the University.
c) Each loan will be made up to a maximum of $200.00.
d) Complete payment of a previous loan is necessary before a new loan will be approved.
e) Loans must be paid in full within two months or prior to the end of the current term, whichever comes first. If a loan is not repaid in full, the student will not be permitted to register for future terms and the student's transcripts and/or diploma will not be released.
f) Interest will be charged only on loans that extend beyond the two (2) month period. The outstanding balance will be calculated based on the number of days that have elapsed since the date of the scheduled payment. Interest will be computed at the rate of 12% per annum.
g) A loan application must be completed and returned to the Business Office in the ML 130. The application will be reviewed and approved or disapproved within one (1) working day.
h) Upon approval of a loan, a student will be:
    1) Required to complete and sign a promissory note.
    2) Required to set up a payback schedule.
    3) Given the loan amount requested in the form of a check. Emergency loan checks are generally ready for pick up forty-eight (48) hours after the approval date. Checks may be picked up at the Business Office, ML 130.

3) DROPPING FROM ONE OR MORE COURSES WHILE ATTENDING OTHERS

Non-attendance of a class does not constitute dropping a class.

Students who drop a course or courses, but continue in at least one (1) other course during the term on or prior to the end of the add/drop period, shall be refunded the amount of the tuition and fees applicable to the course or courses dropped, less a change of course charge, if applicable.

Students, who drop a course or courses after the end of the add/drop period, shall not receive a refund of tuition and fees applicable to the course or courses dropped.

Students, who withdraw from short-term programs such as workshops and seminars, after commencement of programs, shall not receive refund of tuition and/or fees.

4) RESIGNATION FROM ALL COURSES

If you wish to drop all of your courses before the official end of the add/drop period, you should do so in the Office of the Registrar, ML 120 (See "Dropping One or More Courses while Attending Others").

After the end of the add/drop period, if you wish to resign from all of your courses for which you have registered, you must notify the Office of The Registrar, ML 120, of your intent to resign. Notification may be made by mail, phone, or in person to have your resignation and term charges adjusted in accordance with the official University Title IV Refund Policy. The effective date of the resignation of the person who appears in person will be the date of the contact. The effective date of contact by letter will be the postmark date. You must notify the Office of The Registrar if you wish to resign even if you are only registered for one course or one credit. If you have housing and/or Dining Service charges, you must notify the Director of Housing and Residence Life immediately.

If you resign after the last day of the add/drop period, you are liable for a percentage of your charges and will be issued "R" grades, denoting resignation, on your transcripts. "R" grades do not count toward your degree, quality point average or academic progress for purposes of financial aid eligibility.

No financial adjustments are made when a student is requested to resign or is suspended/dismissed as a result of disciplinary action.

5) TITLE IV REFUND POLICY

Adjustments to tuition charges resulting from official resignations are based on the effective date of resignation and in accordance with the federally mandated calculation.

The calculation is based on the period of enrollment completed. That percentage is computed by dividing the total number of calendar days in the term into the number of calendar days completed, as of the date of student notification. The percentage of Title IV assistance to which the student is entitled (has "earned") is equal to this percentage of the term completed, up to 60%. If the resignation occurs after 60% of the term is completed, the percentage is equal to 100%.

The amount of Title IV aid that must be returned is based on the percentage of "unearned" aid. That percentage is computed by subtracting earned aid from 100%. The University is required to return the lesser of 1) the unearned aid percentage applied to institutional charges or 2) the unearned aid percentage applied to the total Title IV aid received.

The student is required to return the difference between the amount of unearned aid and the amount returned by the University. If the student (or parent(s) in the case of PLUS loans) is required to return a portion or all of their loan proceeds, the calculated amount is to be repaid according to the terms of the loan. Students must return only half the amount of grant funds calculated. Funds are returned to the following Title IV sources in order of priority:

a) Unsubsidized Federal Direct Stafford loans

b) Subsidized Federal Direct Stafford loans

c) Federal Perkins loans

d) FFEL PLUS loans

e) Federal Pell Grants

f) Federal SEOG

g) Other Title IV assistance for which a return of funds is required

h) Other federal, state, private or institutional financial assistance

i) Student

6) FINANCIAL OBLIGATION

The University of Pittsburgh has the right to withhold services, access to academic records, including but not limited to, transcripts and diplomas, and will refuse to accept registrations for current and future terms if a student defaults on any financial obligation unless repayment arrangements have been made that are satisfactory to the Treasurer of the University of Pittsburgh or his designate.

7) ADDITIONAL FEES

Special Service Fees: The fees listed below will be assessed to students who fail to take appropriate action on or before a published deadline date.

Fee	Amount	Assessed
Special Service Fee	$45.00	Students who register after classes begin, but before the add/drop period ends, with the Vice President for Academic Affair's authorization.
Late Payment Fee	$50.00 per occurrence	Students who fail to pay off their student account by their due date.

8) SPECIAL COURSE-RELATED FEES

Course	Amount
All Biology Lab Courses except BIO 1962	$50.00
Biology Lab BIOSC 1962	$150.00
All Chemistry Lab Courses	$50.00
Physics Lab 0212	$50.00
Information Science Lab	$50.00
Social Foundations of Education	$190.00
First Field Experience ADMPS	$190.00
Music 0512	$100.00

*Fees may be changed at any time

9) ELIGIBILITY FOR PENNSYLVANIA RESIDENCY TUITION RATES

Each student is classified at the time of his/her admission as to eligibility to pay in-state tuition rates. In general, if a student has lived in Pennsylvania for a continuous period of 12 months prior to attending any college or university in the state, he/she is eligible for the in-state tuition rates. In addition, the student must be a citizen of the United States or have an immigrant or permanent resident visa. Individuals who are not citizens are required to show their permanent resident identification card to the clerk in the Office of Student Records. Students under 21 years of age are presumed to have the same domicile as their parents. Any student may petition for eligibility by supplying convincing evidence to be reviewed by the Office of the Registrar. Changes in the address of parents or legal guardian must be reported to the Registrar.

***Note:** A student who changes his/her domicile from Pennsylvania to another state must promptly give written notice to the University. All questions regarding Student Accounts should be directed to Student Accounts in Millstein Library 130 or by calling 724-836-9908. The Student Accounts office hours are Monday through Friday, 8:30am -- 5:00pm.

BOOKSTORE

The Pitt-Greensburg Bookstore is located on the first floor at 112 Chambers Hall. The Bookstore stocks textbooks, course materials, school and office supplies, and a variety of snacks and convenience foods. Your Bookstore is your one stop shop for officially licensed Pitt and Pitt-Greensburg apparel, mugs, decals and more. Specialty products and services are available for sale such as balloons, greeting cards, customized gift baskets and postage stamps. Gift certificates can be purchased in any denomination.

HOURS (for Fall and Spring Terms)
Monday -- Friday 8:30am -- 5:00pm

*Bookstore has extended hours the first week of Fall and Spring terms. Specific extended hours will be posted in the store and at the web site prior to the applicable term.

PAYMENT

Accepted forms of payment: Cash, Check, Master Card, Visa, Discover

RETURN POLICY

Textbooks: During the first two weeks of class, textbooks can be returned and exchanged within 3 days of purchase WITH a receipt. (Must have receipt) Add/drop textbooks can be returned or exchanged until the end of the add/drop period (two weeks from the start of classes) WITH a receipt and an add/drop schedule. Textbook returns will not be accepted after the add/drop period. Textbooks purchased after the add/drop period are non-returnable. Textbooks must be in original condition as sold and shrink wrap cannot be opened in order to be eligible for return.

General Merchandise: All returns and exchanges must be accompanied with a receipt and be in original condition as sold. General merchandise is returnable within 2 weeks from the date of purchase. Clearance sale items are non-returnable. Electronic items are returnable within 2 weeks of purchase if packaging remains unopened or if the item is defective. Academic regalia is not returnable.

All returns will be refunded in the same tender used for purchase.

TEXTBOOK BUYBACK

Textbooks can be presented to sell back for cash at the end of Spring term and the end of Fall term. Representatives from a wholesale book company will purchase books for Pitt-Greensburg Bookstore as well as for colleges across the entire country. Textbooks can also be sold back in the Bookstore every day during hours of operation.

CONTACT US

Phone: (724) 836-9928
Fax: (724) 836-7796
Web: www.greensburg.pitt.edu/student-resources/book-store

CAMPUS COMMUNICATIONS

1) THE INTERCOM

Each Monday of the Fall and Spring Terms, the campus newsletter, Intercom, is published. ALL OFFICIAL ANNOUNCEMENTS WILL APPEAR IN THIS NEWSLETTER. Students are responsible for checking the Intercom each Monday for information. The newsletter is sent via e-mail to all Pitt-Greensburg e-mail accounts. A printed copy is displayed in areas frequented by students. University Relations and Institutional Advancement, LH 203A, must receive information for the newsletter by 5:00 p.m. on the Wednesday prior to the next publication date.

2) CANCELLATION OF CLASSES

It is each student's responsibility to be aware of deviations in normal class schedules whether previously announced or not. Cancellation notices of any individual class will be provided in two ways: (1) postings on classroom doors using Intercom paper, and (2) the Cancelled Class List on the campus web site under Student Resources.

In the event of an emergency (snowstorm, power failure, etc.) requiring the cancellation of all classes, all Pittsburgh TV stations (i.e., KDKA, WTAE, and WPIC) will carry announcements. The best Pittsburgh source appears to be WTAE television, which lists all school cancellations in alphabetical order, regardless of the type of school/college, and repeats the entire list about every half-hour. We are listed with the U's rather than with the P's or G's. Every effort should be made to obtain information from broadcasts to avoid jamming the switchboard during inclement weather. Students can also check the campus web site or call the hotline phone number, (724) 836-7805, to find out if classes are cancelled.

COMPUTING AND TECHNOLOGY

The University of Pittsburgh at Greensburg provides academic computing facilities in Frank A. Cassell Hall and McKenna Hall. Computing technology resources are available to all registered students and include networked Windows PCs with a wide range of software. Each of these machines has access to the University's network. Laser printers are available in all the campus computing labs (Cassell Hall and McKenna Hall).

The Pitt-Greensburg technology group (GBGtechnology) is located in the Technology Center (217 Cassell Hall) and is available to answer questions, set up devices, perform repairs (on PC-based computers), install software, and offer technology-related advice.

The latest service details are available online at GBGtechnology.pitt.edu

1) HOURS

The Technology Center in Cassell Hall maintains hours to maximize availability of resources in a cost effective manner. These hours are posted at the beginning of each term.

2) COMPUTER MISUSE/ABUSE

Chain letters, unauthorized account access, obscene or threatening messages are all considered by the University to be forms of computer abuse. Computing resources at the University are valuable and limited; misuse cannot be tolerated. The following policy regarding computer abuse is reprinted from the CIS document "User's Guide to Academic Computing."

Every member of the University of Pittsburgh has two basic rights regarding computing, privacy and a fair share of resources. Since computing resources are community resources, they should be used in a manner consistent with the instructional, research and administrative objectives of the University community. All users are urged to exercise common sense and decency and follow these guidelines:

a) Respect the privacy of other users. Do not intentionally seek information about, obtain copies of, or modify files, tapes or passwords belonging to other users unless explicitly authorized to do so by those users.
b) Respect the financial structure of the computing systems. Do not intentionally develop or use any unauthorized mechanisms to alter or avoid charges levied by the University or computing services.
c) Respect system performance. Do not deliberately attempt to degrade or disrupt the system performance or to interfere with the work of other users.

d) Respect appropriate laws and copyrights. The laws of copyright, licensing agreements, and trade secret laws control the distribution of programs and databases. These should be observed, as well as all federal and state laws, including those regarding obscenity.

e) Respect the spirit of academia. The theft, mutilation or abuse of computing resources violates the nature and spirit of the academic environment.

Persons violating this policy are subject to suspension of their mainframe accounts and access to all Computer Center resources and services. Students violating this policy will also be charged with violations of the Student Code of Conduct and will be brought before the Campus Judicial Board. Students should consult the Student Code of Conduct available from the Office of Student Services, 219 Chambers Hall.

Any questions relating to specific policies, procedures or usage of the Pitt-Greensburg Computer Center should be directed to Tanya Conde, Systems Analyst, at (724)-836-9869.

3) ACCEPTABLE USE OF STUDENT INFORMATION TECHNOLOGY RESOURCES

Please refer to Offenses Related to Information Technology as listed under the Student Code of Conduct and Judicial Procedures section.

4) JUDICIAL PROCEDURES FOR ALLEGED INFORMATION TECHNOLOGY RESOURCE VIOLATIONS

The following options are available to the University in responding to alleged violations of the Acceptable Use of Student Information Technology Resources portion of the Code of Conduct:

1) When a violation of the Code is observed and the alleged violator is identified, one or a combination of the following actions may be taken by the University:
   a) Collect evidence of the alleged violation, including copies of the files or any other information, for the ensuing investigation.
   b) Issue a warning to the accused violator(s).
   c) Request corrective action by the accused.
   d) If the alleged Code violation represents a continuing threat of damage or harassment to the community, an interim suspension of the accused student's access to information technology resources will be imposed.
2) In cases where an interim suspension has been imposed, Pitt-Greensburg Computing Services may promptly file a complaint with the University Student Judicial System requesting an expedited hearing.
3) Pitt-Greensburg Computing Services may file a complaint with the Pitt-Greensburg Judicial Coordinator.
4) In proceedings within the University Student Judicial System, all policies and procedures of that system apply.

AUDIO-VISUAL SERVICES

Campus audio-visual equipment is available for use by faculty, staff, and students organizations. All AVS requests must be made through the use of the on-line request form online at UPGservices.pitt.edu at least 48 hours in advance. All student organization requests must be made by the appropriate advisor. AVS is co-located with Computing Services in the Technology Center (217 Cassell Hall). Contact the AVS Coordinator at 724-836-7162 for further information.

MILLSTEIN LIBRARY

The library is an integral part of the Greensburg Campus of the University of Pittsburgh providing support for the research needs of the Pitt-Greensburg faculty, staff and students. The Millstein Library, one of many libraries at the University of Pittsburgh, maintains an expanding undergraduate collection of more than 75,000 print volumes and 25,000 non-book items (including popular DVD's and audio books). All students have access to the University Library System's PITTCat+ which provides access to over 5 million volumes, thousands of full text and bibliographic databases, and extensive image collections. PITTCat+ also includes the capability of subscribing to RSS feeds.Pitt students have access to Mendely and Endnote (citation management software) enabling users to export citations and create a working bibliography in the course of doing research. Students should consult the Lib Guides (http://pitt.libguides.com) to learn how to download and use these packages. Searching can be performed onsite or remotely through the University Computer network. You must have a valid Pitt ID to use these resources remotely.

Facilities in the Millstein Library include a wireless network, computer and digital media lab, internet café and patio, group as well as single study rooms, adaptive computing devices, the Carl F. Poke Media Collection, the UPG Curriculum Collection, a photocopy machine and a microfilm reader/printer. The library also provides quiet study for the campus community. Therefore,

we request that all library patrons have consideration and respect for other members of the Pitt-Greensburg community. Smoking, chewing tobacco, and talking on cell phones in the library is strictly prohibited. Students may bring in beverages in spill-proof containers. Food is permitted in the library (within reason) and on the patio as weather permits.

Library Hours - Fall and Spring Terms
Monday -- Thursday 8:30am -- 11:00pm
Friday 8:30am -- 5:00pm
Saturday 10:00am -- 6:00pm
Sunday 2:00pm – 10:00pm
Library hours may vary during holidays, the summer term, term breaks and final exam weeks. Any changes from regular hours will be posted in the library and announced in the **Intercom** or at our website: (http://www.library.pitt.edu/green/hours.html) or call 724-836-9687.

1) CIRCULATION PROCEDURES

Library materials may be checked out for 28 days and renewed three times when not in demand. Students may renew items remotely at the PITTCat site in "my account." Non-book items circulate for 2 weeks and are not renewable. Students may place a hold on materials through the Get It program on PITTCat. A valid University of Pittsburgh I.D. card **MUST** be presented when checking out materials. Students must obtain an ID card at the ID center on the second floor of Chambers Hall if they have not already done so.

Faculty place materials on reserve for course assignments at the library or through Course Reserve on PITTCat. Most reserve items at the library are for library use only. Fines for overdue materials are 25 cents a day; $1.00 a day for reserve materials. When fines reach $25.00 or if items are deemed to be lost, a financial hold will be placed on a student's grades and/or transcript.

2) LIBRARY SERVICES

If you need help in using the library, or assistance with a topic, please ask at the Information Desk, try Pitt LibGuides or our online tutorials, or contact a librarian online through Ask-a-Librarian or e-mail. Information literacy skills are taught as part of all library instruction classes. During the fall term students take the SAILS (Standardized Assessment of Information Literacy Skills) survey through my.pitt.edu (the Pitt portal). Faculty may also include research assignments in their courses and librarians will conduct sessions as requested by faculty members. Librarians also provide reference service on a daily basis to individual patrons. Other services available to all Pitt students include:

a) Intra/Interlibrary Loan: Books and journal articles not held by Greensburg can be obtained from other Pitt libraries for faculty, staff and students through Get It or Ez-Borrow on PITTCat free of charge. Items are usually delivered to Pitt-Greensburg within 2-5 days from the date of your request. Items not available through PITTCat can be ordered through interlibrary loan. Charges incurred in the course of obtaining materials through interlibrary loan may be passed on to the patron.

b) Reciprocal Borrowing: In addition to borrowing privileges at other Pitt campuses, all Pitt Greensburg students may borrow items from the following local institutions: Penn State-New Kensington, Penn State-Fayette, Penn State-Greater Allegheny, Saint Vincent College, Seton Hill University and Westmoreland County Community College. Students must present a valid I.D. at these libraries and abide by the institution's rules in regard to lending policies. For more information on this service, a pamphlet is available at the Information Desk of the Millstein Library.

c) Laptop Borrowing Program: All Pitt-Greensburg students in good standing with current Pitt ID cards may borrow a laptop or Ipad at the library. Laptops circulate for eight (8) hours, and may be taken outside the building. Laptops are equipped with the Microsoft Office suite of applications and provide access to your email and the world wide web. You must save your files to your own device. You cannot print from the laptop devices. Headphones are also available and may be checked out for 2 hours with your Pitt ID card.

d) Digital Media Lab: An open access multimedia lab on the first floor of the library is available for use by current students with a valid Pitt ID card. The lab provides hardware and software tools for a wide variety of digital research projects. Equipment from the lab circulates for three (3) days. Color and poster printing is also available. Students may print off one poster and 20 color copies per semester for free.

3) OTHER SERVICES

In addition to adaptive devices, the library provides wheelchair access at two library workstations and several study carrels. The library also has some large print and audio publications.

SECURITY AND EMERGENCY PROCEDURES

Security at the University of Pittsburgh at Greensburg exists for the safety and protection of all students, faculty, staff and their guests that study, work, live and visit the University of Pittsburgh. All are expected to abide by the rules and codes of the Commonwealth of Pennsylvania as well as the rules and regulations set forth by the University of Pittsburgh. The University of Pittsburgh Police-Greensburg Campus Police Department will enforce these codes against all violators.

CAMPUS POLICE PHONE #'s

From on-campus x9865 From off-campus 724-836-9865

1) EMERGENCIES

Emergencies should be reported promptly to the University's central switchboard (x2222 on any University telephone) or to the Campus Police Department, located in the Greensburg Campus Police Building, or by calling the above number. If a pay phone is used, dial **911**. In either case, please be sure to indicate the exact location (building, floor, room) where help is needed and the extension or phone number where you can be reached for further information or instructions. After 5:00pm, dial x9865 on campus, or if off campus dial 724-836-9865.

2) FIRE DRILLS OR ALARMS

At the sound of the alarm, the building should be cleared promptly; do not run or impede others. All buildings on campus have clearly designated EXIT signs; you should familiarize yourself with the location of the exits in all buildings. Remain clear of any building in which an alarm has sounded so that emergency equipment will not be hampered. Re-enter buildings only when given instructions to do so.

3) ACCIDENTS

All accidents that occur on campus must be reported to the campus police at the Greensburg Campus Police Building.
In most cases, it would be wise to get an injured person to the emergency room at:

Westmoreland Hospital
532 West Pittsburgh Street
Greensburg, PA 15601
724-837-1000

If an ambulance is needed, call Campus Police at x9865 or 724-836-9865.

4) PARKING

For information and rules and regulations about parking on campus, please refer to the Campus Parking Rules and Regulations manual available in the Office of Student Services, 219 Chambers Hall, and in the Greensburg Campus Police Building, or on the Pitt-Greensburg web page at: http://parking.greensburg.pitt.edu/.

5) FIREARMS/WEAPONS/EXPLOSIVES

The possession and/or use of firearms or other weapons or explosives (including fireworks), or possession and/or use of dangerous chemicals except as authorized for use in class or other approved activity is strictly prohibited on the Pitt-Greensburg campus.

Definitions as used in this section:

a) Firearm: Any weapon that is designed to or may readily be converted to expel any projectile. This includes B.B. guns, stun guns, paintball guns, air soft guns, or other electronic weapons, potato guns, and pellet guns.

b) Knives: All knives are prohibited on the Pitt-Greensburg campus with the exception of one small pen knife or one small Swiss knife, or one utility knife with the blade less than three (3) inches.

c) Weapon: Any stun gun, bomb, grenade, blackjack, nightstick, metal knuckles, dagger, razor, or cutting instrument, the blade of which is exposed in an automatic way by switch, pushbutton, spring mechanism, or otherwise, or other implement for the infliction of serious bodily injury which serves no common lawful purpose.

Sworn full-time Law Enforcement Officers on official business are exempt from this policy.

6) FIRE REGULATIONS

Fires of any type are strictly prohibited. The Dean of Student Services must approve any exceptions in writing. Fire equipment is maintained for the protection of lives and property. Tampering or abuse of this equipment is a criminal act and violators are subject to prosecution.

7) TOBACCO POLICY

The University Tobacco Products Policy, effective February 1, 1991, and updated May 1, 2001 reads as follows: "Use of all forms of tobacco products is prohibited in all University owned and leased facilities, including residence halls and off-campus housing facilities; and in all University vehicles, including motor pool vehicles, campus buses and vans."

The University Smoking Policy and Procedures prohibit smoking within 25 feet of all University building primary entrances and HVAC intake vents. Primary entrances should be defined as the common public access points to each building, and is not intended for doors exclusively designated as emergency exits only or service entrances. Portions of entrances and loading docks that are under building cover (such as an over hang/porch) and interior garages shall be considered as inside the building, and smoking shall be prohibited.

Exceptions may be made only with approval of the University Director of Environmental Health and Safety. At Pitt-Greensburg, requests for the establishment of "Designated Smoking Areas" must be submitted to Mr. Carl Rossman, Vice-President for Administrative Affairs. Mr. Rossman will forward the requests to the Director of Environmental Health and Safety for evaluation.

8) TELEPHONES

University non-residence hall phones are to be used only for official business. Anyone making personal calls or other unauthorized calls will be liable for expenses and subject to University Judicial action. The University will not pay for third party (collect) calls.

9) DEFACING OR DAMAGING EQUIPMENT AND FURNISHINGS

Students who deface or damage University equipment, library books, furnishings or tamper with vending machines will be prosecuted to the full extent provided by law and will be subject to disciplinary action and payment for repair of the damages.

10) LOST AND FOUND

The Greensburg Campus Police Department is the central location for lost and found items. Efforts are made to contact the property owner if it has identification markings on it. Because space is limited, all unclaimed property is disposed of 30 days after the semester is over.

11) SUSPECTED CHILD ABUSE OR SEXUAL MISCONDUCT

Anyone who has reasonable cause to suspect child abuse, including but not limited to sexual abuse, that is connected in any way to the University shall report it. At a minimum, someone who suspects such child abuse shall immediately report the matter to the campus police, president's office, provost's office, or the chancellor or executive vice chancellor. The Pennsylvania Department of Public Welfare and any other governmental unit or person, as may be required by law, will then be notified. Retaliation is strictly prohibited against anyone who makes a good faith report of suspected child abuse or who participates in a related investigation.

SEXUAL VIOLENCE AWARENESS AND ASSISTANCE

If you are raped or sexually assaulted, get to a safe place, get medical attention, and notify emergency services by calling x9865 (on-campus) **or 911** (off-campus)**. Try to preserve all physical evidence** (don't shower, keep clothing in a paper *not plastic* bag), in order to keep open your option of pursuing legal action in the future.

Avoid being alone - stay close to people who can support you, and consider seeing a counselor who can help you cope with the difficult emotions related to surviving this trauma. The Counselor can also help connect you to other support services on and off campus. Reports of sexual violence are treated confidentially.

Students who have been survivors of sexual violence in the past are also encouraged to consider counseling, because the stress and new relationships of college can cause past issues to resurface. Sexual assault is never the survivor's fault.

The University of Pittsburgh at Greensburg provides support services to students who have been sexually assaulted on or off campus, including:

- Medical Care
- Confidential Counseling
- Assistance with filing procedures for the Pitt-Greensburg Judicial System
- Assistance with the process of pressing criminal charges
- Information about relocation within residence halls (if space allows)
- Information about class re-scheduling (if the changes are reasonably available)

The following professionals are available to assist and support surviors of sexual assault:

Patty LaMantia, RN, MSN, Director of Health Center	216 Chambers Hall	724-836-9947
Gayle Pamerleau, LCSW, Director of Counseling	217 Chambers Hall	724-836-9870
Dale Blasko, Chief of Police	Police & Safety Center	724-836-9865
Leigh Hoffman, Judicial Coordinator	219 Chambers Hall	724-836-9954
Brandi Darr, Title IX Coordinator	123 Millstein Library	724-836-7167
Blackburn Center Against Domestic and Sexual Violence	(Off-Campus)	724-836-1122

Acquaintance rape is the most common form of sexual violence among college students. At least 80% of college rapes are committed by someone the survivor knows. An act of sexual violence can be a crime with or without the use of threat or force. If a survivor is unable to or does not give consent, it is assault. 90% of college acquaintance rapes involve alcohol.

Survivors are encouraged to report sexual assaults to the University of Pittsburgh at Greensburg Police Department at (724) 836-9865. Survivors have the right to refuse to press charges even if they file a police report. Campus Police will assist the survivor in pressing charges on or off campus if the survivor decides to do so. If the alleged assailant is a Pitt-Greensburg student, the survivor also has the option of filing a complaint with the Judicial Office (724-836-9954) and of pressing charges.

The Counseling Center brochure "Sexual Violence Prevention and Assistance" has additional helpful information for sexual assault survivors and friends of survivors.

The Counseling Center provides programming on violence prevention and safety awareness at various times during the academic year, and educational materials specifically related to these issues are available at several locations around campus.

University Sexual Harassment and Nondiscrimination Policies, and Federal and State Law (specifically Title IX, 20 U.S.C. 1681, *et. seq.* and 24 P.S. 20-2003-G) require the University to promptly investigate and respond to sexual assault in a manner that is both discrete and dignified. Please refer to the *For Safety's Sake* brochure at http://www.safety.pitt.edu/sexualassaultinformation/index.html for a complete listing of resources.

PLANT MAINTENANCE

1) LOUNGES AND STUDY AREAS

While the Facilities Maintenance Department makes every effort to keep all buildings clean and comfortable, heavy usage both day and evening makes everyone's cooperation essential. Please use the trash receptacles provided. Furniture is arranged to accommodate various group settings and, if temporarily rearranged, should be promptly replaced in its normal position. Quiet should be maintained at all times in corridors and study areas. The lounges are reserved for your quiet relaxation and enjoyment. They are not suitable places for the forms of activities that belong outdoors or in the gymnasium. Classrooms that are not in use are reserved and available for quiet study except when custodial or maintenance functions are being performed.

2) MAINTENANCE REQUESTS

The Director of Plant Maintenance must be notified in writing **at least seven days** in advance of any campus events that will require assistance from the maintenance or custodial divisions. Request can be made thought the Maintenance Request System at: http://upgservices.pitt.edu/Members/Maintenance/Form.aspx.

This policy applies to, but is not limited to, any set-up requirements which must be performed by the Plant Maintenance Department (moving or removing furniture, extra cleaning before an event, hanging posters or banners, etc.) and any clean-up which must be performed to return the area to its normal function and condition. If the Plant Maintenance Department is not notified of special requirements, the sponsoring group or office will be held responsible for performing all necessary set-up and clean-up for an event. Organizations found in violation of this policy may be denied the use of University facilities.

AFFIRMATIVE ACTION

1) OVERVIEW

The University of Pittsburgh, as an educational institution and an employer, has pledged itself to make the full range of its programs available to all qualified students, regardless of non-relevant criteria such as race, color, religion, ethnicity, national origin, age, sexual orientation, sex, marital, veteran or handicapped status. This short guide to affirmative action for students is based on the University's firm commitment to developing and maintaining an inclusive educational community.

2) HISTORICAL BACKGROUND

In the past, the success of equal opportunity through affirmative action was perceived to be dependent upon the enforcement powers of federal, state and local agencies. The authority of these agencies was mandated through a variety of laws and regulations, such as the Civil Rights Act of 1964, Executive Orders 11246 and 11375, Title IX, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Act and the like. However, the University of Pittsburgh established as its goal the implementation of affirmative action as part of its internal policies and procedures. More recently, considerations related to full access for all students have become a normal part of admissions decisions, financial aid awards and all other areas of student affairs including student government, student organizations, academic life and student employment. Today, the University's commitment to affirmative action has become an internal policy.

3) RELATED STUDENT ORGANIZATIONS AND SERVICES

The Diversity Student Coalition, was renamed in the fall of 2008 to reflect the diverse nature of the clubs membership. Prior to that time, the group was known as the Minority Coalition, which was formerly called the Pitt-Greensburg Organization for Black Awareness (OBA), and was founded in 1990 to provide a vehicle for the social, academic and personal development of minority students. In addition, non-minority students who wish to enhance their knowledge and experience with people of other cultures are encouraged and welcome to join. For further information, please contact the sponsor, Dr. Gary Hart, FACH 238, 724-836-9698.

A representative sample of student organizations and University services whose interests and concerns complement those of the University Affirmative Action Committee are listed below:

The Black Action Society (BAS), a representative voice of black students at the University
The Black Engineers' Council
The Society of Women Engineers
Association of American Women Dental Students
Black American Law Students Association
Black Graduate and Professional Student Caucus
Pre-Medical Organizations for Minority Students
International Student Services
Disabled Student Services
The Women's Center, an advocate for women's educational issues

Students at the Greensburg campus are welcome to contact the offices listed or to seek assistance from the Dean of Student Services.

4) QUALITY THROUGH EQUITY

The Office of Affirmative Action and the Office of the Vice Chancellor for Student Affairs have primary responsibility for developing and implementing policies that promote affirmative action in Student Services. These offices also are available to assist you when you are not sure where to turn for help in a matter related to affirmative action. Please call one of the following to make an appointment:

Office of Affirmative Action, Diversity, and Inclusion 412 Bellefield Hall 315 Bellefield Ave. Pittsburgh, PA 15260	Office of Vice Chancellor for Student Affairs 130 William Pitt Union Pittsburgh, PA 15260 412-648-1006 412-648-7861	Mr. Rick Fogle Dean of Student Services Pitt-Greensburg 724-836-9916

STUDENT SERVICES

The Office of Student Services is located in Chambers Hall 219. The Student Services staff assists students in their personal development, creates a positive environment outside the classroom and provides essential student services. The Office of Student Services coordinates the areas of athletics, career services, counseling, food service, health services, housing, intramurals, judicial affairs, leadership development, residence life, Summer Orientation and Academic Registration (S.O.A.R.), Welcome Week, student activities and organizations, and the University I.D. Card center.

1) ATHLETICS

The Department of Athletics sponsors 12 varsity sports; men's and women's cross country, basketball, and soccer, men's golf and baseball, women's volleyball and softball, and men's and women's tennis. The Pitt-Greensburg Bobcats compete at the NCAA Division III level and are a member of The Allegheny Mountain Collegiate Conference (AMCC), and the Eastern Collegiate Athletic Conference (ECAC). NCAA Division III student-athletes are non-scholarship. All students with the dedication and skill for a particular sport are encouraged to participate.

The cheerleaders are also sponsored by the Athletic Department. This group performs at a variety of athletic contests and participation is open to all full-time and part-time students.

2) INTRAMURALS/RECREATION

The primary objective of intramurals is to encourage all students, faculty and staff members to participate in organized recreation and maintain physical fitness. The Intramural Program has been designed to offer a variety of activities in order to meet the diverse needs of the University community. At Pitt-Greensburg, intramurals is "Sports for All." Intramural and recreation programs offer participants fun, relaxation and personal satisfaction. Intramurals are a vital part of the total educational experience at Pitt-Greensburg.

Students participate in unstructured recreational opportunities that are present with the lighted outdoor tennis courts, the lighted outdoor basketball court and sand volleyball courts, Ridilla outdoor sport complex, the Chambers Hall Gymnasium, and the Andrews Fitness Center. Current Intramural Sports:

Whiffle Ball Homerun Derby	Fun Run	Golf
Flag Football	Dodgeball	Sand Volleyball
Indoor and Outdoor Soccer	Table Tennis	5K Run
Basketball	Billiards	Co-ed Volleyball

3) CAREER SERVICES

The Office of Career Services assists students with each step of the career planning process.

During their time at Pitt-Greensburg, students visit Career Services to:

- Assess career-related interests, abilities and values
- Identify majors and careers that match individual preferences
- Research occupations
- Learn about job shadowing and volunteer opportunities
- Locate internships
- Explore and prepare for graduate education
- Develop job search skills
- Write and revise resumes and cover letters
- Gain meaningful employment

Many resources and services are available (for FREE!) to Pitt-Greensburg students and alumni including:

- Individual career counseling
- Career assessments

- Workshops and one-on-one assistance with career planning, job search techniques, resume and cover letter writing, and interviewing skills
- Access to a variety of job fairs
- Events such as the Graduate and Professional School Fair, Speed Interviewing, the Annual Job Internship Fair, Career Night, as well as career-specific programs offered throughout the year..
- Resume referral and job posting services
- Career Resource Library
- Career Exploration and Planning- a one-credit course offered every semester

In conjunction with the Oakland campus, the Office of Career Services also offers graduating students the opportunity to participate in on-campus interviews and information sessions with recruits.

Students are encouraged to contact the Office of Career Services early in their academic career. The Office is open Monday -- Friday 8:30am -- 5:00pm with evening hours available by appointment in 219 Chambers Hall. Please contact Beth Tiedemann, director, at tiedeman@pitt.edu/724-836-7182 or Dorothy Zilic, assistant director, at dmz17@pitt.edu/724-838-8040.

4) COUNSELING SERVICES

Counseling provides students a safe place to talk with an objective, caring professional who can offer fresh ways to interpret stressful or confusing issues. It gives students a chance to explore their feelings and learn new coping skills.

Services offered at the Counseling Center include:
- Individual personal counseling
- Group therapy, educational groups, and couples counseling
- Referrals for off-campus services, including evaluations and medication
- Consultation to those who are concerned about a student
- Educational presentations and outreach programs

If something is big enough to concern you, it's big enough to talk about with the counselor! Unexplained changes in behavior, mood swings, changes in appetite and sleep patterns, and difficulty concentrating are all indicators of a problem that counseling can help resolve – one that could affect academic performance if not addressed.

Common reasons students meet with a counselor include:
- Difficulty adjusting to college or other changes
- Stress, anxiety, or panic attacks
- Depression and/or feelings of hopelessness
- Problems with eating and body image
- Relationship problems (dating, roommate, family, work)
- Grief and loss (end of a relationship, death of a loved one)

All Counseling Center services are free and completely confidential. No information is shared without a student's written permission, with rare exceptions when there is a threat to someone's safety.

Free handouts and brochures on a variety of mental health topics are available in the Counseling Center and on the wall display outside the office.

Counseling Center hours are Monday - Friday, 9:00am - 5:00pm in 217 Chambers Hall. Evening hours are available. For more information or to schedule an appointment, stop in the office at 217 Chambers Hall, call the Counseling Center at 724-836-9870, or send an email to **gaylep@pitt.edu.**

5) FOOD SALES POLICY

a) Requests for on-campus food sales by student organizations must be approved by the Office of Student Services, Chambers Hall 219 and the University's food service contractor. Requests will be approved on a first-come, first-served basis. All requests must be in writing and signed by an organization officer.

b) The sponsoring organization is responsible for set-up and cleaning of the sales area. The organization is responsible for any clean-up charges incurred by the University.

c) All trash must be placed in trash cans. Organizations may request trash bags from the Maintenance Department (x9898).

d) All food must be kept at the proper temperature in accordance with proper food handling guidelines.

e) The sponsoring organization, in requesting approval for a food sale, assumes responsibility for taking adequate precautions to insure the health and safety of patrons.

6) DINING SERVICES

Chartwells, with whom the University of Pittsburgh at Greensburg has contracted with for Dining Services, is located on the first floor of Chambers Hall. The Bobcat offers meals on an ala carte basis from 7:30am -- 7:00pm Monday – Thursday and 7:30am -- 6:30pm Fridays. The Dining Hall offers meals three times daily during the week and twice on Saturday and Sunday. Each board plan meal offers seconds. Resident students must participate in one of the University Board Plans. Commuter students may purchase a 50 block/150 flex commuter meal plan, or CATCASH, a declining balance program, or eat in the dining hall on a cash per meal basis.

Entrance to and exit from the dining hall is through the main doors. The side doors are for emergency use only. All persons are expected to return their dishes to the dishes return area. Shirts and shoes must be worn at all times. Students are expected to conduct themselves in a mature and responsible manner. Inappropriate and/or disruptive behavior may result in expulsion from the dining areas and/or disciplinary action. No refunds or discounts will be made.

7) HEALTH SERVICES

The University Health Center is open Monday thru Friday, 8:30am -- 4:30pm, located in Chambers Hall 216. A variety of services are available to all students.

Scope of services:

- Primary assessment and treatment of health problems and injuries by the Nurse-Director
- Physician services on campus once weekly; appointments are recommended
- Allergy injections by appointment
- First-Aid supplies and services
- Blood pressure screening
- Health education and counseling with referrals to community resources when applicable
- Adagio Health conducts monthly visits to campus for free gynecological exams, birth control, and STD testing.

Most services, excluding prescription medications, x-rays, laboratory tests are provided at no or low cost to all students.

The SELF CARE CENTER FOR COLDS AND CUTS is located in the Health Center. This center provides students with access to over-the-counter medical supplies during hours that the nurse is not available. The SELF CARE CENTER may be utilized from 7:00 am -- 10:00 pm Monday through Friday and on Saturday and Sunday from 11:00 am -- 10:00 pm.

a) STUDENT IMMUNIZATION

All incoming full-time freshmen must submit proof of immunization against the following diseases as specified below:

Measles (Rubella)
All entering students born after 1956 must have two doses of live measles vaccine: the first dose administered at 12 months of age or older; the second dose administered at least one month after the initial dose. Measles immunity proved by serological evidence showing adequate antibody to measles also satisfies this requirement.

German Measles (Rubella)
One dose of live attenuated rubella vaccine administered at twelve (12) months of age or older. Rubella immunity proved by serological evidence showing adequate antibody to rubella satisfies this requirement.

Mumps
One dose of live attenuated mumps vaccine administered at twelve (12) months of age or older, or a physician diagnosis of mumps disease indicated by a written record signed by the physician or his designee.

Meningitis
All resident students are required to sign a form stating either that they had the meningitis vaccination or that they are choosing not to receive the vaccine. FAILURE TO DO SO WILL RESULT IN NO ADMITTANCE TO OUR RESIDENCE HALLS.

b) STUDENT HEALTH INSURANCE

Pitt and UPMC Health Plan offer student health insurance. For more information on UPMC Health Plan's student insurance please call 1-877-381-3764 or visit the Health Center in 216 Chambers Hall.

c) AIDS

The University believes that at this time education is the primary means to limit the spread of human immunodeficiency virus (HIV), the virus that can cause Acquired Immune Deficiency Syndrome (AIDS). The following is intended to inform all

members of the University community of the University's health education efforts and its policy regarding individuals who may have contracted AIDS or who may have become infected with HIV.

1) Background Information

AIDS is a serious illness caused by the human immunodeficiency virus (HIV), characterized by the inability of the body to develop natural immunity against disease. At the present time there is no known cure, or vaccine, for this disease.
HIV is transmitted through blood and body fluids. Transmission of the virus occurs through intimate sexual contact with an infected individual, the sharing of needles, through contaminated blood products and tissues and from an infected mother to her infant during pregnancy or at the time of childbirth. There is now a test for antibodies to HIV in donated blood, which in combination with careful screening for risky behavior should limit the transmission by blood and blood products.

Current research indicates that HIV is not transmitted through casual contact. There is no evidence, for example, that a person can acquire HIV infections from handshakes, dishes, toilet seats, showers, swimming pools, and doorknobs or from routine contact with a person who is infected with HIV.

2) Policy

The University AIDS policy highlights overall educational emphasis as the primary means to limit the spread of Acquired Immune Deficiency Syndrome (AIDS) or the Human Immunodeficiency Virus (HIV), which causes AIDS; establishes administrative responsibilities for the education of faculty, staff and students; supports education of all employees with higher risk of exposure to AIDS in the "universal precautions"; and ensures confidentiality.

The University of Pittsburgh does not discriminate against individuals who are diagnosed as HIV positive or having AIDS. The University recognizes that the health condition of individuals is personal and confidential. Reasonable precautions will be taken to protect information regarding the health condition of all members of the University community. Based on medical evidence, which indicates that there is no risk of transmitting HIV through casual contact in the classroom or circumstances involving only casual contact with others, the University will impose no undue restriction on faculty, staff or students, who are infected with HIV.

Members of the University community who have higher risk of exposure should be educated about "universal precautions". Such individuals include:

- Employees in the food service, maintenance and housekeeping departments.
- Persons engaging in sports involving physical injuries that may result in exposure to blood.

Special efforts will be made to educate those at higher risk to understand the mechanism of transmission of HIV and to ensure proper handling of all potentially contaminated materials including those possibly infected with HIV.

3) Administrative Responsibilities

The Dean of Student Services and the University Nurse will work with medical authorities to remain current on the latest information concerning AIDS, its transmission and treatment and will arrange for a yearly review and necessary revisions of this policy.

The Provost and the vice presidents will review with medical authorities each known case of HIV infection in the University community and will recommend appropriate administrative action to protect both the individual and the University community.

- In the case of a student, the Dean of Student Services will determine if any administrative action should be taken.
- The Vice-President for Academic Affairs will make such determination for faculty.
- For Staff, the Director with supervisory responsibility for the infected individual will consult with the Vice-President for Administrative Affairs prior to taking any administrative action.

All proposed administrative actions regarding individuals infected with HIV will be reviewed by the Executive Vice President prior to implementation to ensure consistency and conformity.

4) Educational Responsibilities

The University will provide education on a continuing basis as a primary means to limit the spread of HIV. Faculty, staff and students will also be educated as to the practice of "universal precautions."

5) General Student Body

The University Health Center (UHC) will have primary responsibility for disseminating information about HIV infection and providing information on AIDS to the student population. This information will also be available to other constituencies of the University. The UHC, in collaboration with the Counseling Office, will be responsible for providing information and counseling on a confidential basis to students known to be infected with HIV. Counseling will include precaution about engaging in conduct that might lead to further spread of the virus.

6) Student Athletes
The Athletics Director and the head coaches will be responsible for disseminating information about HIV infection, educating student athletes on HIV transmission associated with contact sports and for determining special precautions applicable to participation in athletics or intramurals or use of athletic facilities.

7) Residence Hall Students
The UHC is also responsible for disseminating information about HIV infection and distribution of educational materials to resident students. Students diagnosed with HIV infection who reside in the residence halls will be offered counseling, medical advice and other types of support if necessary.

8) Faculty and Staff
The Office of the Provost and the Office of Human Resources will be responsible for disseminating information about HIV infection to faculty and staff. These offices will also provide supervisory support to educate co-workers of employees who are HIV infected.

Copies of the AIDS policy and information regarding AIDS and/or AIDS testing are available in the Health Center, CH 216.

9) Local Area AIDS Resources:

State Health Center
115 West Otterman Street
Greensburg, PA 15601
724-832-5315

Allegheny County Health Department
3441 Forbes Avenue
Pittsburgh, PA 15213
412-578-8332

Counseling Center
Pitt-Greensburg
218 Chambers Hall
Greensburg, PA 15601
724-836-9870

Pittsburgh AIDS Task Force
5913 Penn Ave.
Second Floor
Pittsburgh, PA 15206
412-345-7456
http://www.patf.org/

Health Center
Pitt-Greensburg
216 Chambers Hall
Greensburg, PA 15601
724-836-9947

Pitt Treatment and Evaluation Unit
3601 Fifth Avenue
Pittsburgh, PA 15213
412-647-8125

8) HOUSING/RESIDENCE LIFE

a) Off-Campus Housing

The Office of Student Services maintains a list of available off-campus housing accommodations in the Greensburg area. The list should not be construed as a recommendation for any of the facilities listed. In issuing this list, Pitt-Greensburg assumes no responsibility for the condition of the housing or the safety or well-being of the students while they are residing off-campus. Pitt-Greensburg assumes no responsibility for the contractual arrangements made by the interested parties. Pitt-Greensburg will not knowingly assist any landlord who engages in unlawful housing discrimination. Students are not restricted to the listings and are referred to The Tribune Review (Westmoreland County edition), or to mygreensburgapartments.com for additional room and apartment listings. Students are advised to telephone prospective landlords in advance for appointments.

The City of Greensburg has recently instated a student home ordinance, providing landlords with specific requirements when renting to students. For more information contact the City of Greensburg.

b) On-Campus Housing and Residence Life

Please refer to the Resident Handbook section for more information.

Pitt-Greensburg provides housing for students at College Hall, Robertshaw Hall, University Court, Westmoreland Hall, and the Academic Village. A Director of Housing and Residence Life, an Assistant Director of Housing and Residence Life, a Resident Director, three Graduate Resident Directors, and Community Assistants staff the residence halls. The staff is trained to assist students with personal, social, and academic development.

c) Residence Hall Parking Policy
Please refer to the Pitt-Greensburg Parking Ordinance. A copy can be obtained at the Police and Safety Center or on-line at **http://parking.greensburg.pitt.edu/.**

9) ORIENTATION

To assist new students in gaining essential information and to help them make informed decisions as they begin their successful college careers, the University of Pittsburgh at Greensburg hosts two orientation programs -- one in the summer and one in the fall.

The Summer Orientation & Academic Registration (S.O.A.R.) program is designed to introduce new first-year students and their parents to the University administration, faculty, staff, services, programs, and facilities. The program includes placement testing, academic advising, class registration, and information pertaining to financial aid, career services, residence life, commuter life and a number of other topics relevant to Pitt-Greensburg.

Transfer and part-time students are invited to attend an information fair about Pitt-Greensburg in August or January prior to the commencement of the academic term.

Welcome Week is mandatory for all new first-year students. This program offers new students a variety of fun and informational activities and opportunities to meet other students and University faculty, staff, and administration. Welcome Week traditionally begins with new student check-in on the Thursday prior to the commencement of classes in the fall term. Although the moniker is Welcome *Week*, activities are actually held throughout the first few weeks of the fall semester. All new first-year students will be charged a $90 socialization fee. Transfer students may attend. Those transfer students wishing to attend will be charged the socialization fee as well.

10) PHOTO I.D. CARDS

All Pitt-Greensburg students must have a bar-coded University I.D. card. The I.D. card is required to checkout library materials, to use campus facilities and to receive other University services. Students must be registered for classes to apply for an I.D. card. To receive an I.D. card, students must present another form of identification such as their valid driver's license or their current class schedule. Students must clear all holds prior to receiving their I.D. *Photos are taken 9:00am – 4:30pm daily in the Office of Student Services (CH 219).* The card is processed and given to the student within five (5) minutes. If a student loses an I.D. card then the replacement fee will be $20.00.

11) FAX SERVICES
Send or receive a fax for $1.00/page. For more information, contact the Office of Student Services, CH 219, 724-836-9917, FAX 724-836-7134.

12) STUDENT ACTIVITIES AND ORGANIZATIONS

A diverse range of co-curricular activities is available to students at Pitt-Greensburg. The faculty and staff encourage students to become involved in campus organizations and to participate in campus activities. Students can initiate new organizations at any time. The Office of Student Services must certify all student organizations in order to use campus facilities. For information regarding starting a new organization, please contact the Director of Student Activities at 724-836-9991, CH 219H.

STUDENT GOVERNMENT ASSOCIATION (SGA)
All full and part-time students at Pitt-Greensburg are eligible to become members of the Student Government Association upon payment of the Student Activity Fee. The SGA provides students an opportunity to participate in the decision-making process of the University, to consider problems and make recommendations regarding Student Services, and to serve as the principal forum for student issues. The SGA is responsible for the allocation of the Student Activity Fee. For more information, contact the SGA at 724-836-9879, in CH 212, or any SGA member.

SGA Executive Officers for Fall 2013

SGA President	Scott Szypulski
Student Senate President	Huong Vo
Speaker, House of Representatives	Heather Metro

Advisor: Al Thiel 724-836-9991, CH 219-H

STUDENT ACTIVITIES BOARD selects, promotes, and produces a wide variety of educational and entertaining events. Membership is open to all Pitt-Greensburg students. The Student Activities Board office is located in CH 212.

Student Activities Board Officers for Fall 2013

President	Brittany Turley
Vice President	Anthony Payne
Marketing Chair	TBD
Special Events Chair	Erin Frey
Live Performances Chair	Joshua Myers
Tuesday Nights Done Right Chair	TBD
Advisor	Al Thiel & Danielle Brush

ACCOUNTING CLUB promotes the fields of Accounting and Management to Management and Accounting majors. This organization is a great way to meet other students that share an interest in Accounting.
Advisor: Ms. Pam Ondeck, 724-836-9995, PH 134 & Ms. Sharon Turchick. 724-836-7868, FOB 134

ACTIVE MINDS are students interested in raising awareness and educating their peers about mental health related issues relevant to college students. This group plans stress relievers for the campus.
Advisor: Ms. Gayle Pamerleau, 724-836-9870, CH 217

ALPHA PHI SIGMA, **t**he Criminal Justice Honor Society, promotes academic excellence in order to make the criminal justice system and its practitioners effective and ethical.
Advisor: Dr Liz Marciniak, 724-836-7484, 131 Powers

ARCHAEOLOGY SOCIETY promotes the advancement of archaeology through sponsoring activities and outreach programs designed to educate students and the community on the applications and implementations of archaeology.
Advisor: Dr. Anthony Boldurian, Smith Hall B-14, 724-836-9989

ASIAN CULTURES CLUB explores Asian cultures including history, festivals, art, music, and food for all students who are interested in learning about the Asian cultures.
Advisor: TBA

BETA BETA BETA The Biological Honor Society is an honor and professional society for students in the biological sciences. The group stimulates interest, scholarly attainment, and investigation in the biological sciences.
Advisor: Ms. Diane Cheek, 724-836-7179, SH B-21

BROTHERS AND SISTERS IN CHRIST (BASIC) provides students with the opportunity to fellowship on campus with other students of faith through a variety of activities. BASIC encourages student leadership development and allows students to take advantage of resources outside the campus such as conferences, Spring Break trips, and networking opportunities with students from other BASIC colleges and universities.
Advisor: Dr. Tim Savisky, 724-836-9944, SH B-23

The **CHI ALPHA SIGMA** society is an organization of college athletes with high academic achievement, exemplary character, and positive attitude who have earned a letter or letters in their respective sport or sports.
Advisor: Mr. Tony Berich, 724-836-9949, CH 104

CIRCLE K INTERNATIONAL is a service organization that affords its members a unique opportunity to develop leadership skills through helping others and supporting local community non-profit organizations through a variety of services and social activities. Past Circle K projects include the Special Olympics, Big Brothers and Big Sisters, Make-A-Wish Foundation and Habitat for Humanity.
Advisor: Mr. Brian Root, 724-836-7470, CH 213

COLLEGE ACTION SPORTS is an organization for students to promote friendly competition in paintball in its various forms including speedball and woodsball.
Advisor: Mr. Rob Jones, 724-836-9865, Campus Security

COLLEGE DEMOCRATS is a group open to students of any political affiliation. They work to inform the academic community on political issues through activities and community service.
Advisor: Dr. Paul Adams, 724-836-9803, FOB 124

COLLEGE REPUBLICANS CONSERVATIVE ASSOCIATION is an organization open to students of all political ideologies. They will undertake the promotion of the wide-ranging conservative values and principles which are linked to the Republican Party.
Advisor: Dr. Kerry Manning, 724-836-5003, FOB 135

CRIMINAL JUSTICE CLUB promotes interest in the field of criminology. Students will be able to get involved in activities related to the field while promoting community service, enhancing leadership skills and gaining a greater knowledge of all aspects of the criminal justice system.
Advisor: Mr. Nicholas Hall, FOB 134

DELTA PSI OMEGA, the National Theatre Honorary Society, provides acknowledgement to those demonstrating a high standard of accomplishment in theatre and provides a wider fellowship for those interested in theatre.
Advisor: Dr. Stephen Schrum, 724-836-7483, FOB 218

The **DIVERSITY STUDENT COALITION** is an organization to bring the Pitt-Greensburg community together through various activities that promote the knowledge and celebration of diverse cultures. Membership is open to anyone who has an interest in the unification of people of all cultures and races.
Advisor: Dr. Gary Hart, 724-836-9696, SH B-26

FRENCH CLUB explores the French culture through activities and events.
Advisor: Dr. Pilar Herr, 724-836-7028, FOB 22

GAME CREATION ORGANIZATION makes computer/video games as well as teaches people how to do so. This is not limited to programming and will include graphics, level planning, story writing, testing and playing.
Advisor: Ms. Susan Hahn, 724-836-7799, FOB 211

GAMMA SIGMA EPSILON, the Chemistry Honor Society, provides students an opportunity to learn and experience all diverse aspects of chemistry. This honor society promotes intellectual activity, leadership, and positive interaction among fellow students and faculty.
Advisor: Dr. Mark Stauffer, 724-836-7822, SH B-3

GAY STRAIGHT ALLIANCE works to provide support for GLBTQ (gay, lesbian, bisexual, transgendered, queer/questioning) students and their allies. The GSA also works to raise awareness of GLBTQ issues.
Advisors: Ms. Sheila Confer, 724-836-9905, VH 102 and Ms. Gayle Pamerleau, 724-836-9870, CH 217

HABITAT FOR HUMANITY Pitt-Greensburg chapter of the Christian housing ministry that eliminates poverty housing and makes decent housing for families in need. The group participates in local Habitat for Humanity projects and participates in a Habitat for Humanity spring break trip.
Advisor: Mr. Brian Root, 724-836-7470, CH 213

HOPE 4 AFRICA is a club that allows for the opportunity to provide a lasting change for the youth of Africa through the organization of fundraisers.
Advisor: Mr. Tim Savisky, 724-836-9944, SH B-23

ICE HOCKEY CLUB is a club sport in which students can be player members or administrative members. Player members practice and compete with local universities in the game of ice hockey. Administrative members support the Ice Hockey Club through various organizational tasks.
Advisor: Ms. Linda Wagner, 724-836-7869, CH 219

THE INSIDER is Pitt-Greensburg's student newspaper.
Advisor: Mr. Adam Matcho, 724-836-9923, FOB 104

INTRAMURALS promote participation in organized recreation and physical fitness. Intramural programs offer a variety of activities in order to meet the diverse needs of the Pitt-Greensburg community. Intramural programs offer participants fun, relaxation and personal satisfaction. There are several intramural sports offered: men's and women's softball; men's and women's sand volleyball; men's and women's tennis; men's and women's flag football; indoor soccer; men's and women's 3 on 3 basketball; men's and women's basketball; men's and women's hot shot/foul shot and fun run/ steeplechase.
Advisor: Mr. Anthony Williams 724-836-7183, CH 104

LAMBDA PI ETA, the Communication Honor Society**,** recognizes, fosters and rewards outstanding scholastic achievement in communication studies; stimulates interest in the field of communication; and promotes professional development and the exchange of ideas among communication majors.
Advisor: Dr. John Prellwitz, 724-838-8043, FOB 215

The **MATH CLUB** enables members to explore the field of mathematics through contests, programs and workshops.
Advisor: Dr. Gary D. Hart, 724-836-9698, SH B-26

MIDDLE EASTERN CLUB is open to all students who have an interest in Middle Eastern culture. This group sponsors Middle Eastern festivals, trips to restaurants, and movies.
Advisor: Dr. Ryad Ghanam, 724-836-7164, FOB 124

NERDFIGHTERS is a group for anyone who likes "nerdy" things, however you define them. The purpose of the group is to allow students a chance to be able to meet other students with similar likes and interest to their own, and to participate in activities related to those interests.
Advisors: Mr. Al Thiel, 724-836-9991, CH 219

OUTDOOR ADVENTURE AND COMMUNITY SERVICE (OACS) CLUB provides experiential learning activities, outdoor adventure, and community service opportunities to help students develop interpersonal and leadership skills.
Advisor: Mr. Brian Root 724-836-7470, 213 Chambers Hall

The **PENDULUM** is the student literary magazine. This organization also presents workshops and poetry readings.
Advisor: Mr. Stephen Marabito, 724-836-9986, FOB 209 and Dr. Judith Vollmer, 724-836-9894, FOB 201

The **PERFORMING ARTS SOCIETY** brings a cultural stimulus to the Pitt-Greensburg community. It gives talented musicians, singers and thespians the opportunity to showcase their talent.
Advisor: Dr. Stephen Schrum, 724-836-7483, FOB 218

PHI ETA SIGMA, the Freshman Honor Society, recognizes academic achievement in full-time first-year students and assists in creating the foundation of a positive college experience. To be eligible, students must have a 3.5 QPA at the end of their first semester or first two semesters.
Advisors: Ms. Leigh Hoffman, 724-836-9954, CH 219F and Dr. Kerry Holzworth, 724-836-9693, SH

PHI KAPPA PHI, the Senior Honor Society, is part of the national senior honor society whose membership is open to full-time and part-time students, any major, with 75 credits or more and a QPA of a 3.5 or better.
Advisor: Ms. Beth Tiedemann, 724-836-7182, CH 219G

PI GAMMA MU, the Social Science Honorary Society, provides a unifying society by providing a channel of communication among Social Science students and faculty. This organization provides a liaison between social science students and the external community and recognizes excellence in the social sciences.
Advisor: Dr. Natasha Margulis, 724-836-9681, FOB 214

PI MU EPSILON, the National Mathematic Honor Society, promotes the academic advancements of mathematics and careers of mathematics majors. Members explore mathematics as a science and host lectures and events focused on integrating mathematics at the university.
Advisor: Dr. Gary D. Hart, 724-836-9698, SH B-26

PI SIGMA ALPHA is the national Political Science Honor Society. This group is committed to excellence in the study, practice, and interest in politics and government.
Advisor: Dr. Paul Adams, 724-836-9863, FOB 121

PSI CHI, the Psychology National Honor Society**,** encourages, stimulates and maintains excellence in scholarship of its individual members in all fields, particularly psychology, to advance the science of psychology.
Advisors: Ms. Gayle Pamerleau, 724-836-9870, CH 217 and Dr. Kristen Asplin, 724-836-7161, PH 133

RESIDENT STUDENT COUNCIL (RSC) provides a forum for resident students to present ideas about resident living at Pitt-Greensburg. This group promotes a sense of community among residents by sponsoring educational and entertaining programming.
Advisor: Ms. Sarah Young, 724-836-7606, Lyceum

The **SCIENCE CLUB** sponsors a variety of academic and social programs that help its members explore scientific issues. Membership is open to all students. Past programs have included trips to Laurel Caverns and the Smithsonian Museum.
Advisor: Dr. Kerry Holzworth 724-836-9693, SH

The **SKI CLUB** provides weekly trips to Seven Springs at group discounts. Lessons and rentals are available. Snowboarders welcome!

Advisor: Ms. Sheila Confer, 724-836-9905, VH 107

SIGMA TAU DELTA is the English Honor Society and stands for Sincerity, Truth and Design. It recognizes superior achievement in English language and literature, fosters creative and critical writing, and promotes the study of the English language.

Advisor: Dr. Elisa Beshero-Bondar, 724-836-7195, FOB 122

The **SPANISH CLUB** is open to all Pitt-Greensburg students and serves to introduce the Pitt-Greensburg campus to the Spanish culture by sponsoring events such as Spanish dancing groups and field trips to Spanish Events and restaurants. This group has previously sponsored trips to various countries, including Mexico.

Advisor: Dr. Nancy Estrada, 724-836-9930, PH 125

STUDENT ATHLETE ADVISORY COUNCIL (SAAC) is open to all students with a minimal QPA of 2.0. The SAAC promotes efficient communication between Pitt-Greensburg administration and student-athletes.

Advisor: Ms. Erin Eaton, 724-836-7816, CH 104

STUDENT PENNSYLVANIA STATE EDUCATION ASSOCIATION (SPSEA) promotes teaching as a career. Professional information is presented through lectures and workshops.

Advisors: Dr. Vicki Barnot, 724-836-9946, SH B-1 and Dr. Melissa Marks, 724-836-7073, FOB 213

UPGLEE works to give students an expressive outlet for singing and dancing with a focus on modern music and interpretation

Advisor: Ms. Sheila Confer 724-836-9905, VH 102

VISUAL ARTS SOCIETY brings visual arts to the Pitt-Greensburg community through events and activities that explore all areas of the visual arts.

Advisor: Dr. Amber McAlister, 724-836-7467, FOB 215

VILLAGE SENATE works with the Academic Village to organize events and establish policies and procedures within the villages. This group also works to create a community in the village residence halls.

Advisors: Dr. Frank Wilson 724-836-9969, FOB 124 and Ms. Sheila Confer 724-836-9905, VH 102

YOGA CLUB is a club open to anyone interested in yoga. Their mission is to provide its members with a healthy way to exercise and deal with day-to-day stress.

Advisor: Mrs. Patty Lamantia, 724-836-9947, Chambers 216

University of Pittsburgh
at Greensburg

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STUDENT CODE OF CONDUCT
& JUDICIAL PROCEDURES

EFFECTIVE AUGUST 15, 2013

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University of Pittsburgh at Greensburg
Student Judicial System Administrators

President
Dr. Sharon Smith
101 Lynch Hall
150 Finoli Drive
Greensburg, PA 15601
724-836-9911

Dean of Student Services
Mr. Rick Fogle
219 Chambers Hall
150 Finoli Drive
Greensburg, PA 15601
724-836-9916
FAX 724-836-7134
fogle@pitt.edu

Assistant Dean of Student Services /Judicial Coordinator
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Greensburg, PA 15601
724-836-9954
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Director of Housing and Residence Life
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To the Students of the University of Pittsburgh at Greensburg:

This publication is an important reference and guide for your life at Pitt-Greensburg. It contains the rules and regulations that govern student conduct on this campus and define student rights and responsibilities. These rules are based on many years of experience and testing. They certainly represent two critical values: fairness and personal accountability. I urge you to read them carefully so that they may inform your activities.

Sincerely,

Sharon P. Smith
President, University of Pittsburgh at Greensburg

Introduction

The ultimate purpose of higher education is to develop the minds and characters of students through the pursuit of knowledge, and thus contribute to the well-being of society. At the University of Pittsburgh the responsibility and authority for achieving this purpose rests, by law, with the Board of Trustees. "The University of Pittsburgh -- Commonwealth Act of 1966" specifically provides:

> "The entire management, control, and conduct of the instructional, administrative, and financial affairs of the University are hereby vested in the Board of Trustees. The Board may exercise all the powers and franchises of the University and make bylaws for their own government, as well as for the University."

Included in the powers vested in the Board of Trustees is the authority to establish regulations and standards for students. Responsibility for these regulations and standards is delegated to the Chancellor, and in turn to specified administrative officials. While exercising these powers the Board of Trustees and University administrators acknowledge and affirm the rights and responsibilities of students -- as members of society, as guaranteed by the Federal and State Constitutions, and as expressed by federal, state, and local laws. It is further recognized that students acquire additional rights and responsibilities, which are inherent in the educational process.

STUDENT RIGHTS WITHIN THE UNIVERSITY COMMUNITY

With the approval of the Board of Trustees, the University affirms the following student rights and privileges:

- To engage in discussion, to make inquiries, to exchange thought and opinion, to publish and exchange findings and recommendations, to speak, write, or print freely on any subject, and to sponsor speakers of their choice, in accordance with the guarantees of our Federal and State Constitutions, subject only to the right of the University to make reasonable rules and regulations related thereto.
- To associate with whomsoever they please.
- To engage in the educational process.
- To engage in peaceful, orderly, and nondestructive picketing, protests, and demonstrations, to the extent they do not violate public law and do not interfere with the educational process or, the rights of other members of the University.
- To be free from discrimination on the basis of race, color, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran, or handicapped status.
- To be secure in their persons, living quarters, papers, and effects from unreasonable, illegal, or unauthorized searches and seizures; and in the event of a legally authorized search, whenever possible to have present an official of the University and the student against whom the legally authorized search is directed.
- To be free from violence, force, the threat of force, entrapment, and coercion.
- To organize one's own personal behavior as long as such behavior does not violate public law, University rules or policies, or the rights of others and does not interfere with the educational process.
- To be informed of the standards and the norms of conduct established by the University and the right to have advance notice of any potential sanctions for violations thereof.
- To have the benefit of fair and equitable procedures for determining the validity of charges of alleged violations of University standards of conduct. All procedures shall be structured to facilitate a reliable determination of the truth or falsity of charges while providing due process and fundamental fairness to all persons.
- To retain unaltered status as a member of the University community and to be present on the campus and attend classes during the consideration of any disciplinary matter, except for reasons relating to the safety and well-being of members of the University community or University property or a student's own physical or emotional safety and well-being.
- To petition for redress of a grievance arising from negligent, malicious, or irresponsible actions of a member of the University community.
- To have University records reflect only such information as is reasonably related to the educational process of the University.
- To be informed of the existence, custodianship and general character of all personal records maintained by the University.
- To inspect all personal records, except records determined to be confidential in accordance with properly established criteria.
- To have protection from disclosure of personal records to unauthorized persons. Information will not be released outside of the University community without the expressed consent of or waiver by the student involved, except under valid legal compulsion or where there is a clear and present danger to a member of the University community, in which case the student will be informed of any such release.
- To establish and elect a representative, democratic student government which is accountable to the University and the student community.
- To be heard and have one's views considered at appropriate levels of the decision-making process within the University community.
- To use designated University facilities as individuals and members of student organizations for extra-curricular activities sponsored by certified student organizations and student groups, subject to the priority of academic needs and to reasonable University rules and regulations regarding use of facilities.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is the product of the combined efforts of the administration, faculty, and students, and is approved by the Board of Trustees.

The purpose of this Code is to outline nonacademic standards of conduct appropriate to the University in consonance with the educational goals of the University.

All students are expected to familiarize themselves with the provisions of the Code and their individual responsibility under it.

The Student Code of Conduct shall apply to all students at the University of Pittsburgh at Greensburg. Students shall also be subject to other policies and regulations properly adopted by the University.

The following shall be the meaning of terms as used herein:

"Student" means any person matriculated, registered, or enrolled in a University program or pursuing a course of study at the University of Pittsburgh at Greensburg (Pitt-Greensburg). Those persons that have paid their tuition deposit but have not yet registered are considered to be students.

"Resident" means any person who holds a valid contract to reside in Pitt-Greensburg residence halls or other University housing.

"University Official" means any person University employee or volunteer who is assigned administrative, staff, or professional responsibilities.

"Offense" means conduct and/or attempts to engage in conduct inappropriate to the University community for which disciplinary action may be instituted.

"University Property" means all property owned, leased, or controlled by the University.

"Guest" assumes a broader definition than the technical definition of "guest" and "visitor" as defined in the Residence Hall Visitation Policy. Its use will include and refer to any person visiting within a University facility for a period of time.

All University of Pittsburgh at Greensburg students are required to carry a current validated University Identification Card at all times. This card identifies one as a currently enrolled student, and affords the individual University privileges. Residence hall students must carry a valid a University ID to gain access into the residence halls and other University facilities and events.

Students are expected to conduct themselves as responsible members of the University community. Those students whose conduct demonstrates a disrespect for law, the rights of others, or the health, welfare and safety of members of the University community will be subject to disciplinary action by the University, provided such conduct takes place on University property, or in the course of a University-sponsored or University-supervised activity, or if such conduct otherwise results directly from membership in the University community. In addition, conduct off-campus may be subject to disciplinary action by the University if that conduct seriously threatens the health, welfare or safety of the University community or any individual member thereof; or that conduct reflects upon the student's character and fitness as a member of the student body; provided in either case the conduct would violate this Code if it took place on-campus.

Students are advised that other University policies may more appropriately apply to a given grievance or avenue of redress, including, but not necessarily limited to, the *University of Pittsburgh at Greensburg Guidelines on Academic Integrity* and the *University of Pittsburgh Sexual Harassment Policy and Procedure*.

OFFENSES RELATED TO PERSON(S)

An offense related to person(s) is committed when a student:

1) Without authority or consent limits or restricts the freedom of a person to move about in a lawful manner.
2) Abuses or injures oneself or another person physically.
3) Threatens, intimidates, coerces, or uses physical force in a manner which causes another person to be reasonably apprehensive or which endangers the health or safety of oneself or another person.
4) Harasses in a manner which causes another person to be reasonably apprehensive or which endangers the health or safety of oneself or another person
5) Obstructs, interferes, or denies another student the rights and privileges affirmed by the Board of Trustees.
6) Engages in any act or preparation intended to result in a violation of this Code, which if not prevented, would have resulted in the completion of the act intended.
7) Violates any provision of any of the following University policies regarding: Sexual Harassment; Anti-Harassment; Drug Free Work Place and Drug Free Schools; or Non-Discrimination.
8) Uses a telephone or any form of technology to carry out an offense related to a person including but not limited to internet sites, instant messenger, and/or other forms of technology.
9) Commits any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent; or engages in unlawful, non-forcible sexual intercourse.

OFFENSES RELATED TO PROPERTY

An offense related to property is committed when a student:

1) Knowingly and without consent or authorization has in his or her possession, dominion, or control property of another person or the University.
   a) A resident may not remove or use in his/her room University property which has been placed in lounges or other public areas of the residence halls.
2) Knowingly and without consent or authorization removes, uses, misappropriates, or sells the property of another person or the University.
   a) A student is not permitted to remove food or property from University food service areas unless expressly authorized by University food service personnel.
   b) A resident may not lease, sublet, or change rooms without authorization from University Housing.
3) Intentionally or negligently abuses, damages, or destroys property owned or in the possession of another person or the University.
   a) A resident to whom University property has been assigned is absolutely responsible for the condition of that property during the period of assignment.
   b) A student may not affix, implant, or otherwise fasten any object to floors, ceilings, or walls of the residence halls that might stain, scar, or otherwise damage the residence hall facilities.
   c) A student may not alter or interfere with the normal operation of elevators within any University building.
   d) A resident shall not allow his/her screen(s) to be opened or removed from the windows.
   e) A resident shall not allow his/her window(s) to be opened beyond the point restricted by a physical barrier or mechanical means.
4) A student is absolutely prohibited from throwing anything from the windows and/or balconies of any University owned building.
5) Resident students are responsible for the actions of their guests.
6) A resident may not display or hang posters, banners or any other items from residence hall windows without advance written approval of Residence Life.
7) Obtains the property of another person or the University by misrepresentation or fraudulent means.
   a) A student may not borrow, buy, or use University identification issued in the name of another person.
8) Enters or uses facilities or property of another person or the University without consent or authorization.
   a) Students may not hold group functions in any University common area without the express advance approval of the appropriate University office.
   b) A student and/or his/her guests may not enter University food service areas in an unauthorized manner (e.g., via elevator, exit doors, garage, etc.) or without proper identification (e.g., invalid meal tickets). A student may not enter the University food service areas without being completely clothed.
9) Knowingly and without consent alters and/or misuses cable devices.

OFFENSES RELATED TO THE OPERATION OF THE UNIVERSITY

An offense related to the operation of the University is committed when a student:

1) Forges, alters, takes possession, duplicates, or uses documents, records, keys, identification, or computer accounts without consent or authorization by appropriate University officials.
   a) A student may not deface, transfer, duplicate, loan, borrow, or sell University Identification Cards.
   b) A student may not duplicate University building keys; this includes residence hall keys.
   c) A student may not possess or use keys to University facilities unless expressly authorized to do so.
2) Falsifies information or records submitted to a University official or office.
3) Fails without just cause to comply with the lawful direction of a University official acting in the performance of his or her duties and authority.
   a) A student must comply with directions of members of the residence hall staff who should identify themselves as such.
4) Fails to present University identification upon request by an authorized University official who has offered proper identification as to his or her status, or is attired in a manner consistent with the University of Pittsburgh at Greensburg Office of Safety and Security.
5) Purports to represent the University or another person in the University community improperly and without authorization.
6) Engages in solicitation of any type in or on University property unless approved in advance by an appropriate University official.
7) Engages or participates in non-University commercial activity on campus, unless written authorization for such activity has been given by the Vice President for Academic Affairs or Vice President for Administration or their designee. This

prohibition includes, but is not limited to, the sale or misuse of class notes and recordings, papers, examinations and other class materials, which may not be sold, exchanged or distributed for commercial purposes, or for any purpose other than study.

8) Obstructs the operation and functions of the University by failing to comply with regulations properly established and approved by the Dean of Student Services, or by a Vice President, which shall, by incorporation, become part of this Code.
   a) A student may not possess or use any cooking appliances and/or cooking equipment in any residence hall unless the appliance, equipment, and/or facility is provided by the University or unless the usage of such is expressly authorized by the Office of Residence Life and/or Housing.
   b) A student may not have pets in the residence halls unless the Office of Residence Life and/or Housing has given express written authorization.
   c) A student may not post or display posters, banners, or advertising on residence hall property (except within his/her individual room) without the prior stamped approval of Office of Student Services.
   d) A student is required to observe QUIET HOURS in the residence halls: from 10:00pm -- 8:00am and is expected to maintain reasonable quiet at all other times.
   e) A student shall be responsible for his/her guest(s) at all times, and shall be held responsible for any violations of the Student Code of Conduct committed by his/her guest(s).

9) Violates any provision of the Residence Hall Visitation Policy.

10) Obstructs or interferes with the reprimand, discipline, investigation, or apprehension of another person who is involved or may be involved in a commission of an offense under the Student Code of Conduct or other University regulations or rules.

11) Disrupts or prevents the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interferes with the freedom of any person to express his/her views, including invited speakers.

12) Interferes with the operation of the University's computer facilities by deliberately attempting to degrade or disrupt system performance, security, or administrative operations.

13) Engages in conduct which is disorderly, lewd, or indecent; a breach of the peace; or aiding, abetting, or procuring another to do the same.

14) Fails to control the behavior of a guest or seek University assistance in controlling the behavior of a guest.

15) Violates the provisions of the Housing License Agreement.

16) Violates any University of Pittsburgh at Greensburg policy not specifically named in this Code.

17) Violates any federal, state, or local law(s).

OFFENSES RELATED TO WELFARE, HEALTH, OR SAFETY

An offense related to welfare, health, or safety is committed when a student:

1) Uses, possesses, or manufactures, without University authorization, firearms, explosives, weapons, or other dangerous articles or substances injurious to the person or property. (See Security and Emergency Procedures, #5)

2) Refuses to vacate buildings, streets, sidewalks, driveways, or other facilities of the University when directed to do so by an official of the University, or any other lawful authority having just cause or fails to vacate a University building, including residence halls, when a fire alarm sounds.

3) Uses, possesses, or is under the influence of narcotics, hallucinogenic drugs, dangerous drugs, controlled substances except as permitted by law, or possesses drug paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue.

4) Is knowingly present during the commission of the violation(s) of "uses, possesses, or is under the influence of narcotics, hallucinogenic drugs, dangerous drugs, controlled substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue".

5) Distributes or sells narcotics, hallucinogenic drugs, dangerous drugs, controlled substances except as permitted by law, or possesses drug paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue.

6) Is knowingly present during the commission of the violation(s) of "distributes or sells narcotics, hallucinogenic drugs, dangerous drugs, controlled substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with residue".

7) Possesses or consumes alcoholic beverages where prohibited by the University or dispenses alcoholic beverages to an individual, or violates any provision of the Pitt-Greensburg alcohol policy.

8) Is knowingly present during the commission of the violation(s) of "possesses or consumes alcoholic beverages where prohibited by the University; or dispenses alcoholic beverages to an individual, or violates any of provision of the University alcohol policy".

9) Drives while under the influence of alcohol and/or narcotics, hallucinogenic drugs, dangerous drugs, controlled substances except as permitted by law.

10) Is knowingly present during the commission of the violation(s) of "drives while under the influence of alcohol and/or narcotics, hallucinogenic drugs, dangerous drugs, controlled substances except as permitted by law".
11) Falsely reports a fire, or activates emergency warning equipment, or communicates false information regarding the existence of explosives on University property.
12) Abuses, removes, or damages fire safety equipment.
13) Engages in games of chance for money or other gain in violation of the law.
14) Ignites or burns materials which cause a fire.
15) Ignites or burns incense, candles, and/or like materials.
16) Violates the University's restrictions on use of tobacco products in campus buildings and University owned vehicles.

OFFENSES RELATED TO INFORMATION TECHNOLOGY

"Information Technology Resources" includes, but is not limited to: campus computing facilities (labs and individual machines); University time-sharing services; remote access services including residence hall network ports and modem access; World Wide Web pages and related resources; internal or external network connectivity; and access to other services and machines.

The information technology resources of the University are available to faculty, staff, and students of this institution for the purpose of instruction, research, and other activities defined by the Chancellor or the Provost.

The Student Code of Conduct addresses offenses related to the properties and operation of the University and therefore applies to information technology use and resources as it applies to all other University resources. Specifically, an offense related to utilization of the University information technology resources is committed when a student:

a) Uses information technology resources for purposes other than research or instructional purposes. (Information technology resources may not be used for commercial purposes or personal benefit or gain).
b) Intentionally or recklessly abuses or misuses information technology resources so as to cause damage or disturbances to such resources, or harassment to other persons.
c) Repeatedly or purposefully engages in activities, which can be reasonably expected to or do unreasonably tax information technology resources or go beyond the intended or acceptable use.
d) Borrows, lends, falsifies or misuses a computer account or information technology resource, or allows or facilitates the unauthorized access to use of University information technology resources by a third party.
e) Obtains the password(s) of other persons in order to use University or University-related information technology resources without proper authorization.
f) Uses electronic media to harass or threaten other persons, or to publicly display, design, copy, draw, print, or publish obscene language or graphics.
g) Submits or causes to be submitted to Pitt-Greensburg Computing Services or the University false, misleading, harassing or deceptive help requests or complaints.
h) Impersonates another person or an information technology resource.
i) Uses University information technology resources to gain or attempt to gain unauthorized access to information technology resources either inside or outside of the University.
j) Intercepts attempts to intercept or otherwise monitors any communications not explicitly intended for him or her.
k) Copies, reads, accesses, uses, misappropriates, alters, publishes or destroys the files, output data, documents or other files of another individual or attempts to do so, without the permission of that individual, project leader, or information technology resource administrator.
l) Makes, distributes, and/or uses unauthorized duplicates of copyrighted material, including software applications, proprietary data, and information technology resources. (Unauthorized copying of copyrighted software or proprietary files may also lead to proceedings in the civil court.) Violates the terms and conditions of software license agreements for software distributed by the University of Pittsburgh to students by giving, lending, selling, or leasing such media or software to others for their own use.
m) Interferes with the operation of the University's information technology resources by deliberately or recklessly attempting to degrade or disrupt resource performance, security, or administrative operation, including but not limited to intentionally introducing any computer virus or similar disruptive force into any information technology resource.
n) Publishes or displays information including but not limited to photos, messages, or other forms of technology that violates any section of the University of Pittsburgh at Greensburg Student Code of Conduct.

OFFENSES RELATED TO THE UNIVERSITY OF PITTSBURGH AT GREENSBURG STUDENT JUDICIAL SYSTEM (PITT-GREENSBURG SJS)

An offense related to the University of Pittsburgh at Greensburg Student Judicial System (Pitt-Greensburg SJS) is committed when a student:

1) Attempts to intimidate, coerce, or influence a person by any means in an effort to discourage or prevent his/her use of or participation in any judicial process or proceedings.
2) Attempts to influence the impartiality of any member of a judicial body prior to or during the course of a judicial proceeding.
3) Fails to respond to the summons of a judicial body or official.
4) Knowingly falsifies, distorts, or misrepresents information before a judicial body.
5) Disrupts or interferes with a judicial proceeding.
6) Knowingly institutes a judicial proceeding without proper cause.
7) Knowingly divulges information disseminated in a Pitt-Greensburg SJS hearing about another student to a third party.
8) Either as an individual or as part of a student organization sponsored activity violates any University policy or regulation. Student organizations may be charged with violations of this Code. A student organization and its officers may be held collectively and individually responsible when violations of this Code and those associated with an organization have received consent or encouragement of the organization or its leaders or officers. Sanctions for organizational misconduct may include revocation or denial of certification.

POLICY ON ROOM ENTRY WITHIN THE RESIDENCE HALLS BY AUTHORIZED UNIVERSITY OF PITTSBURGH AT GREENSBURG PERSONNEL

Authorized University personnel may enter student rooms for health and safety inspections, maintenance, housekeeping, and as otherwise permitted by law. See also “Housing Policies and Regulations: Authorized Entry and Searches”.

ADMINISTRATIVE SANCTIONS

The Director of Residence Life or his/her designee(s) and/or the Judicial Coordinator may establish and enforce standards of conduct, which do not conflict with student rights within the University community as affirmed in the Student Code of Conduct. Administrative sanctions may be issued for select code infractions within the residence hall community and/or on campus, as long as the action is not arbitrary or capricious and a reliable determination is made.

In addition, at the expiration of the term and/or the end of the housing contract period, administrative sanctions will be imposed for all Code infractions that have not been adjudicated including those judicial complaints previously referred to the Pitt-Greensburg Judicial Coordinator.

Records of all administrative sanctions will be maintained by the Director of Residence Life and the Pitt-Greensburg Judicial Coordinator and will be introduced at subsequent judicial proceedings. Students may appeal the imposition of an administrative sanction by submitting a letter of appeal to the Dean of Student Services within five business days of the date of the sanction letter.

JUDICIAL BOARD AND HEARING OFFICERS

A matter submitted for adjudication shall be heard by a Judicial Board of no less than three (3) members or a Hearing Officer appointed by the Pitt-Greensburg Judicial Coordinator. The accused student shall make this election. When privacy rights or other extraordinary conditions are an issue, the Coordinator shall make the election.

The Judicial Board (JB)/Hearing Officer is the duly authorized judicial body which has jurisdiction over students for matters arising from the Student Code of Conduct. The JB/Hearing Officer shall possess the authority to recommend both residence hall and University-wide sanctions. The JB/Hearing Officer shall conduct hearings, make findings of facts, recommend disciplinary sanctions where appropriate, and provide due process for students while protecting the rights of all members of the University community.

In extraordinary circumstances where the complexity of factual issues and/or matters of law so dictate, the President may appoint an ad hoc hearing body to hear cases. Any proceeding before such an ad hoc body shall provide due process and insure the rights of students.

1) JB STRUCTURE

The Judicial Board shall be a standing body comprised of at least ten (10) undergraduate students.

During the Summer Term, the JB shall be a standing body of no less than three (3) members. If necessary, interim appointments may be made to maintain this number.

2) APPOINTMENT

Applicants shall be solicited for each academic year and as needed from the University population. The selection committee shall interview applicants and recommendations for appointment shall be made to the Dean of Student Services. Applicants must meet the following requirements:

- Must be a registered student in their second or subsequent semester at Pitt-Greensburg.
- Must be in good academic standing.
- Must not be on academic or disciplinary probation.
- Must not be on residence hall probation, suspension or dismissal.

3) HEARING OFFICERS

The Hearing Officer shall be a current faculty or staff member at the University of Pittsburgh at Greensburg. The Pitt-Greensburg Judicial Coordinator will have a pool of no less than three (3) Hearing Officers at any given time. If necessary, interim appointments may be made to maintain this number.

RIGHTS IN DISCIPLINARY HEARINGS

In preserving the rights of individuals, the University shall have the obligation:

1) To describe the University's standards clearly.
2) To make known the University's standards in a form readily available in a manner which, while not exaggerated in length, detail, or complexity, shall provide fair notice of what is expected and what is forbidden.
3) To apply rules and regulations fairly, impartially, and equally to all students who are similarly situated.

For any disciplinary action for which sanctions may be imposed, the student shall have the right:

1) To be considered not responsible, until found responsible by a preponderance of evidence, of a violation of the Student Code of Conduct.
2) To be informed of his/her rights.
3) To receive written, timely, and complete notice of the specific charges to be resolved.
4) To seek representation. Legal counsel shall be restricted to an advising role and are not permitted to speak or participate directly, but a non-attorney representative may advise and/or represent the accused student. Failure to secure representation will not cause a hearing to be postponed or canceled. (Note: Office of Residence Life staff members cannot provide representation without approval by the Director of Residence Life.)
5) To have a fair disposition of all matters as promptly as possible under the circumstances.
6) To elect to be heard by an impartial Judicial Board or Hearing Officer. If the parties fail to indicate a preference for a Hearing Officer or a Judicial Board or cannot agree on this option within three (3) business days prior to the hearing, then a Hearing Officer will be appointed. (Note: This right of election, on a case-by-case basis, may be outweighed by the need to protect privacy rights).
7) To receive a private hearing. The complainant and accused may request in writing the presence of one support person in addition to their student advocate. The Pitt-Greensburg Judicial Coordinator must receive the request no less than three (3) business days prior to the hearing.
8) To elect to have a settlement agreement provided it is acceptable to both the accused and the complainant. Where the victim is not the complainant, the Pitt-Greensburg Judicial Coordinator will attempt to consult with the victim for input in the settlement process.
9) To have a preliminary hearing from the Dean of Student Services or his/her appointed representative with the knowledge of the Pitt-Greensburg Judicial Coordinator when immediate action is proposed prior to a full hearing.
10) To be informed of the maximum and minimum sanction(s) that may be imposed.
11) To be informed of the format and procedures of the University of Pittsburgh at Greensburg Student Judicial System.
12) To be informed of the general nature of the evidence to be presented.
13) To confront and question all parties and witnesses except when extraordinary circumstances make this impossible.

14) To present a factual defense through witnesses, personal testimony, and other relevant evidence.
15) To decline to testify against oneself.
16) To request attendance of witnesses upon a showing of relevance.
17) To receive a record of the judicial hearing upon request. A fee may be imposed.
18) To have only relevant evidence considered by the Judicial Board or Hearing Officer.
19) To be informed of all decisions within a reasonable time.
20) To appeal a decision which meets the criteria outlined in the *Basis For Appeal* section of this Code and be informed of the appellate procedure to be followed.
21) To be free from repeated disciplinary proceedings where the parties and issues are the same.

JUDICIAL SYSTEM FILING PROCEDURES

Any member of the University community who feels he/she has been wronged due to a violation of the Student Code of Conduct may schedule a meeting with the Pitt-Greensburg Judicial Coordinator to discuss the situation.

Any University official or member of the University community may institute a proceeding against a student by filing a complaint in the Office of the Pitt-Greensburg Judicial Coordinator. A complaint against a student must set forth the following:

1) The name and address of the student against whom a complaint is lodged.
2) The name of the complainant and his/her status in the University community.
3) The alleged offense(s) which is/are the basis of the complaint.
4) A statement demonstrating the facts of the alleged offense(s), which must include:
   a) Date of occurrence.
   b) Time of occurrence.
   c) Place of occurrence.
   d) Narrative of events.
5) The names of persons having personal knowledge of circumstances or events and the general nature and description of all evidence.
6) The signature of the complainant.

JUDICIAL FILES AND RECORDS

The Pitt-Greensburg Judicial Coordinator shall keep a file on each accused student indicated on each incident report brought to the attention of the Coordinator, regardless if charges are brought against that person or not.

Except in cases of residence hall and/or University suspension or expulsion, a student's judicial record will be destroyed seven years from the date of the most recent incident. Judicial records regarding students who have been suspended or expelled from the residence halls and/or University will be kept indefinitely.

Judicial files for non-students will be purged five (5) calendar years from the date of the most recent incident they were involved in.

Disciplinary records may be voided by the Coordinator upon written petition. Factors to be considered in review of such petitions shall include the present demeanor of the student, the conduct of the student subsequent to the violation, the nature of the violation and the severity of any damage, injury or harm resulting from it.

NOTICE & PRELIMINARY CONFERENCE

Upon receipt of a properly filed complaint, the Coordinator shall notify the accused student in writing that proceedings have been instituted. The written notification directs the accused student to schedule a preliminary conference with the Coordinator within a specified amount of time. Failure to comply with this directive will result in a judicial hearing being scheduled and a judicial body being appointed.

The purpose of the preliminary conference is to allow the Coordinator to discuss the alleged offense(s) with the accused student. At this meeting the student is referred to a copy of the Student Code of Conduct. If the student elects to have a judicial hearing rather than admitting responsibility for the charge(s) and accepting the recommended sanction(s), the Coordinator shall provide guidance to the accused in the completion of the response form, answer questions regarding the procedures and format of the campus judicial system, make the necessary arrangements for the hearing, and provide other assistance when appropriate.

The hearing response form to be completed by the accused and returned to the Coordinator at the preliminary conference shall signify whether the accused prefers:

b) To proceed before the Judicial Board or a Hearing Officer.
c) To conduct his/her own defense or be represented by a non-attorney student advocate.

The accused and the complainant will provide the Coordinator with a list of witnesses and all available documents which he/she intends to introduce at the hearing not less than twenty-four (24) hours prior to the hearing date and time. Upon request, the Coordinator or his/her representative will provide the accused and the complainant with all available documents and a list of witnesses that both parties will introduce at the hearing.

STUDENT ADVOCATES

Student Advocates are selected members of the student body who represent accused students during judicial proceedings. Advocates attempt to prove the accused student's lack of responsibility in regards to the charges filed. If an accused student is found to be responsible, the Advocate tries to reduce the sanctions recommended by the complaint (s). An accused student may choose to be represented by an Advocate. It is up to the accused student to contact the Advocate and keep the Advocate informed about his/her judicial proceedings.

WITNESSES

Any member of the University community may, upon showing relevance and necessity, request witnesses to appear at a hearing.

Witnesses are expected to comply with a request by the accused and/or the complainant to testify unless compliance would result in significant personal hardship. Failure to testify may be subject to charges of violating this Code by refusing to comply with a legitimate request.

The Pitt-Greensburg Judicial Coordinator, at his/her discretion, may allow a witness to testify via closed-circuit audio/video technology. The Coordinator must receive a written request not less than three (3) working days prior to the hearing date.

HEARING NOTIFICATION & FORMAT

The Pitt-Greensburg Judicial Coordinator is responsible for scheduling the hearing. All parties shall receive written notification of the hearing, which shall include the time, date, and place of hearing.

At the time, date, and place scheduled, the hearing shall be conducted under the guidance of the Pitt-Greensburg Judicial Coordinator. All proceedings before the Judicial Board or a Hearing Officer shall be duly recorded and shall adhere to the following format:

1) The Coordinator shall convene the hearing and introduce the parties involved in the proceeding, and the student's representative, if any.
2) The Coordinator will not apply technical extraordinary rules of evidence followed in judicial proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Coordinator in ruling on the admissibility of information. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced.
3) The complainant or accused may challenge a hearing board member or hearing officer on the ground of personal bias. The Coordinator will make the final decision regarding the challenge.
4) The Coordinator shall read the alleged offense(s) upon which the complaint has been based.
5) Objections to procedures shall be entered on record and the Coordinator shall make any necessary rulings regarding the validity of such objections.
6) The complainant or representative for complainant shall state his/her case and shall offer evidence in support thereof.
7) The Coordinator may elect to audiotape or transcribe the hearing. The Coordinator shall retain possession of the tape recording and/or transcript. This shall be the only recording/transcript of the hearing permitted.
8) The accused or representative for accused shall have the opportunity to question complainant.
9) The complainant and accused may request the presence of one support person and one non-attorney advocate. The Coordinator must receive the written request at least three (3) days prior to the hearing.
10) The complainant or representative for accused shall be given the opportunity to call witnesses.

11) The accused or representative for accused shall be given the opportunity to question each witness of the complainant after he/she testifies.
12) The complainant shall inform the Coordinator when his/her presentation is completed.
13) The Coordinator shall make a determination as to whether the complainant has presented sufficient evidence to support a finding against the accused if such evidence is uncontroversial.
14) Depending upon the determination of the Coordinator, the matter shall be dismissed or the accused shall be called upon to present his/her case and offer evidence in support thereof.
15) The accused may testify or not as he/she chooses.
16) The complainant or representative for complainant shall have the opportunity to question the accused if the accused voluntarily chooses to testify.
17) Accused or representative for accused shall have the opportunity to call witnesses.
18) Complainant or representative for complainant shall have the opportunity to question each witness of the accused after he/she testifies.
19) Accused shall inform the Coordinator when his/her presentation is completed.
20) Coordinator shall have an opportunity to address the Judicial Board or Hearing Officer on University regulations, points of law, or procedure in the presence of all parties, but shall not offer other comments without the consent of all parties.
21) Board members/Hearing Officers may ask questions of the parties and all witnesses. They may also take judicial notice of matters that would be within the general experience of University students.
22) Hearing shall be continued and the members of the Judicial Board or Hearing Officer shall deliberate in private until a decision is reached and recorded.
23) When a decision in favor of or against an accused has been reached by the Hearing Officer or by a majority vote of a Judicial Board, the hearing shall be reconvened and the findings of fact and recommendation announced.
24) If a decision of responsibility is entered against an accused, the parties shall be given the opportunity to address the Judicial Board or Hearing Officer regarding the imposition of a sanction and the Coordinator shall introduce the accused student's disciplinary record.
25) The hearing shall be concluded and the members of the Judicial Board or Hearing Officer shall deliberate in private until the final decision regarding a recommended sanction(s) is reached and recorded.
26) Prospective witnesses other than the complainant and respondent may be excluded from the hearing during the testimony of other witnesses. All parties including the witnesses and the public shall be excluded during board deliberations that shall not be recorded or transcribed.

FINAL ADJUDICATION

The recommended sanction shall be sent to the Dean of Student Services for final adjudication. The Dean may increase, decrease, or otherwise change the recommended sanction if he/she believes that, the totality of circumstances, including but not limited to any prior offenses and any available precedents, justifies it.

The final adjudication shall be forwarded to the accused student, and to other parties as provided for by the federal Family and Educational Rights and Privacy Act.

Where a sanction has been imposed, a record of the adjudication shall be maintained by the Pitt-Greensburg Judicial Coordinator and, if appropriate, Residence Life for the term of the sanction.

UNIVERSITY OF PITTSBURGH AT GREENSBURG STUDENT JUDICIAL SYSTEM SANCTIONS

Sanctions that may be imposed are:

Alcohol and/or Drug Assessment -- An assessment of substance use by an independent agency. The student must follow through with all recommendations from assessment for the sanction to be considered complete. Repeated or aggravated violations of any section of this Code may result in residence hall and/or disciplinary suspension.

Community Service -- A directive to spend a specified period of time in a constructive undertaking. This will be by agreement of the student and the Director of Residence Life or the Dean of Student Services or their designee. A record of this sanction shall be maintained in the Office of Residence Life and, if appropriate, the Office of the Pitt-Greensburg Judicial Coordinator, until the community service project agreed upon is satisfied.

Disciplinary Dismissal -- A termination of registration of a student. If the student applies for re-admission, he/she will not be allowed to return to the University. The student will be Persona Non Grata automatically on all University property and will not be permitted to enter or use University property unless the student receives permission from the Dean of Student Services or his/her representative. A record of Disciplinary Dismissal is maintained as a permanent record in the Office of the Pitt-Greensburg Judicial Coordinator and a copy shall be placed in the student's file.

Disciplinary Probation -- A conditional retention of student status for a specified period of time. During the probationary period a student may be excluded from representing the University in intercollegiate athletics, holding a student office or similar position, or other extra-curricular University activities. Such loss of privilege(s) will depend on each individual set of circumstances. A record of Disciplinary Probation shall be maintained in the Office of the Pitt-Greensburg Judicial Coordinator for the period probation is in effect and during that period the record may be introduced in subsequent disciplinary proceedings.

Disciplinary Reprimand -- A written statement from the Dean of Student Services or his/her designee expressing disapproval of conduct. A record of a Disciplinary Reprimand shall be maintained in the Office of the Pitt-Greensburg Judicial Coordinator for the period the Reprimand is in effect. During that period the record may be introduced in subsequent disciplinary proceedings.

Disciplinary Suspension -- A termination of registration as a student for a specified period of time. During the period of Disciplinary Suspension, a student is excluded from classes and all other University privileges or activities.

At the conclusion of the period of suspension, the student will be allowed to return to the University on a probationary basis for a period of one year unless otherwise specified by the Judicial Board or Hearing Officer.

A record of Disciplinary Suspension is maintained as a permanent record in the Office of the Pitt-Greensburg Judicial Coordinator and a copy shall be placed in a student's file; the record may be introduced in subsequent disciplinary proceedings.

The student will be Persona Non Grata on all University property during the period of suspension and will not be permitted to enter or use University property unless the student receives written permission from the Dean of Student Services or his/her representative.

Fine -- A monetary sanction that can be imposed is a minimum of $10.00 and a maximum of $100.00. The Dean of Student Services must expressly approve any fine exceeding $100.00. A record shall be maintained in the Office of the Pitt-Greensburg Judicial Coordinator until full payment is made and during that period the record may be introduced in subsequent disciplinary proceedings. Failure to pay a fine on time may result in a hold on a student's registration and/or additional disciplinary action.

Information Technology Resource Suspension/Termination -- A suspension or termination of part or all of a student's access to information technology resources. No refund of any fees charged and applied to information technology resources will be made.

Interim Partial Persona Non Grata and/or No Contact Order -- An exclusion from a facility or area generally or for a specified facility (-ies), area(s), and/or activity (-ies) of the University and during which the student may not enter or participate in any function within the confines of the area, and/or an order to cease all contact with a designated person or group of persons. He/She must remain a minimum of 100 feet away from the designated person(s) or property.

This sanction may be imposed by the Dean of Student Services or his/her representative on an interim basis only to insure the safety and well-being of members of the University community, or University property, or to ensure the student's own physical or emotional safety or well-being.

Should the student reappear in any of the areas or activities heretofore mentioned, or fail to cease all contact with those parties designated by the Dean of Student Services or his/her representative, additional disciplinary action may be taken, and he/she will be subject to arrest.

Interim Suspension -- An immediate exclusion from classes and all other University privileges or activities which is imposed by the Dean of Student Services or his/her representative pending a hearing before the Judicial Board or Hearing Officer. Interim Suspension will be imposed only to insure the safety and well-being of members of the University community, or University property, or to insure the student's own physical or emotional safety or well-being. The student will be Persona Non Grata on all University property during the period of suspension and will not be permitted to enter or use University property unless the student receives written permission from the Dean of Student Services or his/her representative.

Involuntary Change of Residence Hall Assignment -- A written direction to relocate a student to an alternative residence hall accommodation within a specified period of time which is imposed by the Director of Residence Life or his/her representative. Involuntary Change of Residence Hall Assignment is imposed only to insure safety and well-being of a member of the University community, or University property, or to maintain an academic residential environment, or to insure the student's own physical or emotional safety and well-being.

Parental Notification -- As permitted by applicable law, a student's legal parent(s)/guardian(s), as on record with the Office of the Registrar will either be called or sent a letter by either the Director of Residence Life or the Pitt-Greensburg Judicial Coordinator and will be informed that the student has violated the Student Code of Conduct and has been sanctioned accordingly.

Partial Persona Non Grata and/or No Contact Order -- An exclusion from a facility or area generally, or for a specified facility (-ies) or area(s) of the University and during which the student may not enter or participate in any function within the confines of the area and/or an order to cease all contact with a designated person or group of persons. He/She must remain a minimum of 100 feet away from the designated person(s) or property.

Should the student reappear in any of the areas or activities heretofore mentioned, or fail to cease contact with those parties designated by the Dean of Student Services or his/her representative, additional disciplinary action may be taken, and he/she will be subject to arrest.

Persona Non Grata -- An exclusion from a facility or area for a specified period of time. During the period the student is excluded from a specified facility or area of the University and may not enter or participate in any function within the confines of the area or facility of the University. He/she will not be permitted to enter or use University property for visitation, meals, employment, or any other purpose. He/She will not be permitted within a minimum of 100 feet of the excluded property. A record of Persona Non Grata status shall be maintained in the Office of the Pitt-Greensburg Judicial Coordinator, the Office of the person directly responsible for the day-to-day operation of the facility or area, and Campus Police; the record may be introduced in subsequent disciplinary proceedings. Should the student reappear in any of the areas heretofore mentioned, additional disciplinary action may be taken, and he/she will be subject to arrest.

Personal Responsibility Initiated through Drug/Alcohol Education (P.R.I.D.E.)-- A program designed to: 1) develop a high level of alcohol and other drug awareness; and/or 2) identify individuals with substance abuse early so they can be referred to the University's network of support. P.R.I.D.E. requires participation in an online educational program and a subsequent personal interview. Failure to participate in the PR.I.D.E. program may result in additional disciplinary action including, but not limited to, judicial holds and/or monetary fines.

Residence Hall Dismissal -- A termination of residence and permanent exclusion from the residence halls. If the student reapplies for residence, he/she will not be allowed to return to the residence halls. A record of Residence Hall dismissal is maintained as a permanent record in the Office of the Pitt-Greensburg Judicial Coordinator and a copy shall be placed in a student's file. The student will be Persona Non Grata on all University residence property. This status means he/she will not be permitted to enter or use University residence hall property for visitation, meals, employment, or for any other purpose. This status also includes exclusion from residence hall lobbies, patios, and adjacent University property. He/She will not be permitted within a minimum of 100 feet of the excluded property. Should the student reappear in any of these areas, additional disciplinary action may be taken, and he/she will be subject to arrest.

Residence Hall Interim Suspension -- An immediate exclusion from the residence halls and all residence hall privileges and activities, which is imposed pending a judicial hearing. Interim suspension is imposed only to insure the safety and well-being of members of the University community, or University property, or to insure the student's own physical or emotional safety and well-being. During the period of Residence Hall Interim Suspension, the student will be Persona Non Grata on all University residence hall property and will not be permitted to enter or use a University residence hall for visitation, meals, employment, or for any other purpose. This status also includes exclusion from residence hall lobbies, patios, and adjacent University property. He/She will not be permitted within a minimum of 100 feet of the excluded property. Should the student reappear in any of these areas, additional disciplinary action may be taken, and he/she will be subject to arrest.

Residence Hall Probation -- A conditional retention of resident status for a specified period of time. During the probationary period a student is excluded from participation in extracurricular residence hall activities and may not represent the residence hall as an athlete or in other capacities, nor may he/she hold any appointed or elected position within the residence hall community. A record of Residence Hall Probation shall be maintained in the Office of the Pitt-Greensburg Judicial Coordinator for the period probation is in effect and during that period the record may be introduced in subsequent disciplinary proceedings.

Residence Hall Reprimand -- A written statement from the Director of Residence Life expressing disapproval of conduct. A record of Residence Hall Reprimand shall be maintained in the Office of the Pitt-Greensburg Judicial Coordinator for the period the reprimand is in effect. During that same period the record may be introduced in subsequent disciplinary proceedings.

Residence Hall Suspension -- A termination of residence for a specified period of time from the residence halls. The student will be Persona Non Grata on all University residence hall property during the period of suspension. This status means he/she will not be permitted to enter or use University residence hall property for visitation, meals, employment, or any other purpose. This status also includes exclusion from the residence hall lobbies, patios, and adjacent University property. He/She will not be permitted within a minimum of 100 feet from the excluded property. Should the student reappear in any of these areas, additional disciplinary action may be taken, and he/she will be subject to arrest.

At the conclusion of the period of suspension, the student will be allowed to return to the residence halls property on a probationary basis for a period of one year unless otherwise specified.

A record of Residence Hall Suspension is maintained in the Office of the Pitt-Greensburg Judicial Coordinator; the record may be introduced in subsequent disciplinary proceedings.

Restitution -- A written directive to replace, repair, or make specific compensation for property of the University or another person that was damaged, destroyed, or misused. A record of directive to make restitution shall be maintained in the Office of the Pitt-Greensburg Judicial Coordinator until full restitution is made, and during that period the record may be introduced in subsequent disciplinary proceedings. Failure to make restitution by a designated date may result in a hold on a student's registration and/or additional disciplinary action.

Substituted Sanction -- A constructive and voluntary undertaking by a student, which, by agreement of the student and the Judicial Board or Hearing Officer, shall be substituted for any of the above, sanctions. A record of substituted sanction shall be maintained in the Office of the Pitt-Greensburg Judicial Coordinator until the undertaking agreed upon is completed.

Termination of Residence Hall Privileges -- A termination of specific privileges for a specified period of time intended to remedy a student's disregard for the rights of others. The Director of Residence Life shall maintain a record of Removal of Privileges for the period the removal is in effect. During that period the record may be introduced in subsequent disciplinary proceedings.

Voluntary Change in Residence Status -- If a student moves out of the residence halls after the imposition of original sanction, the Director of Residence Life has the authority to impose limitations on that individual, such as a Persona Non Grata sanction or other restrictions.

APPEAL

Students have the right to petition the Review Board (RB) for an appeal of the decision of their disciplinary hearing subject to the guidelines outlined in the *Basis for Appeal* section. Appeals shall be made to the RB, in writing, within five (5) working days of the date of the decision letter.

1) REVIEW BOARD

The Review Board (RB) will exercise appellate jurisdiction for non-academic matters. The RB shall also exercise limited jurisdiction for matters referred directly from the Dean of Student Services.

The Review Board shall meet once a term, or as needed, for the purpose of orienting new members and reviewing prior decisions and shall meet at such other times as are necessary to conduct appellate hearings.

2) RB STRUCTURE

Affirming and protecting standards of conduct is a community responsibility shared by students, faculty, staff, and administration.

The RB shall be a standing body of nine (9) members of the University community appointed for staggered terms of two years under the direction of the RB Moderator. Appointment shall be made in the following manner:

1) Three (3) faculty members appointed by the Faculty Senate; or if in the event the Faculty Senate fails to do so, selected by the Pitt-Greensburg Judicial Coordinator;
2) Three (3) Judicial Board members appointed by the Pitt-Greensburg Judicial Coordinator; and
3) Three (3) staff members appointed by the Pitt-Greensburg Judicial Coordinator.

A matter properly submitted for review shall be heard by five (5) members of the RB, to consist of the moderator and at least one (1) each of a faculty member, a staff member and a Pitt-Greensburg student.

3) RB MODERATOR

The RB Moderator shall be a faculty or staff member appointed by the President and is authorized to:

1) Conduct the administrative and procedural operation of the RB.
2) Determine the appropriateness and completeness of Petitions to the RB in consultation with one student and one faculty or staff member of the RB.

3) Provide advice and assistance to members of the University community regarding the processing of an appeal.
4) Select members from the Pitt-Greensburg community to serve on the Review Board.

4) BASIS FOR APPEAL

The RB shall hear an appeal whenever requested by the Dean of Student Services or President.

The RB shall also hear appeals on the petition of a faculty member, student or student organization when a petition, together with supporting documentation, presents a substantial question within the scope of review of the RB and either the prior adjudication or action resulted in:

1) Suspension or dismissal from the University.
2) Suspension or dismissal from the University residence halls.
3) Procedural rulings or substantive interpretations that have an important impact upon the Pitt-Greensburg Judicial system or University community.

Any petition for appeal of a sanction must be filed within five (5) working days of the date of the decision letter. Until favorable decision on the appeal or favorable action on a petition for postponement of sanction pending appeal, the original sanction imposed remains in effect.

5) SCOPE OF REVIEW

The scope of review of the RB shall be limited to consideration of the following questions:

1) Whether rights affirmed by the Board of Trustees have been denied.
2) Whether the adjudicatory process of an initial hearing was conducted fairly and in conformity with properly prescribed procedures.
3) Whether the adjudication was supported by substantial evidence.
4) Whether the regulations involved were lawful and proper and whether they were properly applied in the particular case.
5) Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

6) RB PROCEDURES

Any faculty member, staff member, or student adversely affected by the decision of a Judicial Board or Hearing Officer may institute an appeal before the RB by filing a petition with the Pitt-Greensburg Judicial Coordinator.

A petition must set forth the following:

1) The name and address of the petitioner adversely affected by the prior adjudication.
2) The name and address of the respondent.
3) The result of the prior adjudication.
4) One or more of the questions within the scope of review of the RB.
5) A statement supporting, through factual narrative argument, the petitioner's position.

The Moderator, in consultation with one student and one faculty/staff member of the RB, shall review petitions and determine whether all requirements set forth for the filing of an appeal are satisfied and whether the petition sets forth the basis for an appeal and raises a question within the scope of review.

Upon receipt of a properly filed petition, the Moderator shall notify the parties that an appeal has been instituted.

After determining the appropriateness and completeness of a petition and allowing a reasonable amount of time for preparation and review of any documents and recordings, the Moderator shall schedule an appeal or remand the hearing back to the original judicial body (Judicial Board or Hearing Officer). All parties shall receive written notification of the time, date, and place.

The Moderator shall convene a Review Board at the time, date, and place scheduled and the appeal shall be conducted under the procedural guidance of the Moderator. In the case the appeal has been remanded, the Pitt-Greensburg Judicial Coordinator shall convene a hearing at the time, date and place scheduled, and the appeal shall be conducted under his/her procedural guidance.

The RB, in its discretion, may elect to decide an appeal based on the submission of briefs by the parties without oral argument. In such cases, the Moderator will provide written instruction to the parties.

7) POSTPONEMENT OF SANCTION PENDING APPEALS

A sanction or remedy which has been recommended by a Judicial Board or Hearing Officer and approved by the appropriate administrative officer may be postponed upon petition by the affected party or parties upon a determination that pending the final examination of an appeal it would be unfair not to postpone imposition of the sanction or remedy.

Persons wishing to postpone a sanction or remedy may petition the RB within five (5) working days from the date of the decision letter by separate petition setting forth reasons why the imposition of a residence hall or disciplinary suspension or dismissal sanction or other sanction or remedy would unfairly prejudice a party. The Moderator, one (1) student, and one (1) faculty/staff member of the Review Board shall review petition for postponement. The criteria to be applied in determining whether to postpone a sanction or remedy are as follows:

1) Whether the issues rose in the appeal may be resolved in favor of the petitioning party.
2) Whether the petitioning party will be unfairly prejudiced pending a final determination of the appeal by the immediate imposition of the sanction or remedy.
3) Whether the responding party will be unfairly prejudiced by the postponement of the sanction or remedy.

All decisions regarding the postponement of sanctions shall be made within five (5) working days of' the receipt of such a petition and shall be communicated to all parties in writing through the Pitt-Greensburg Judicial Coordinator.

8) REPRESENTATION

Legal counsel shall be restricted to an advising role and are not permitted to speak or participate directly. The student may be represented or assisted by any non-attorney representative he/she wishes but only one (1) non-attorney representative may take an active part. (Note: Residence Life staff cannot provide representation.).

9) ARGUMENT FORMAT

Each party in interest shall be given ample time to present his or her position. In support of a position, a party may refer to any records, documents, or recordings from a prior proceeding and may present an oral or written argument. Each party may question the other about his or her argument. Members of the RB may question the parties.

Each party shall submit proposed factual findings and the RB shall render a final adjudication in the form of a written opinion. A majority shall control all decisions but there may be an accompanying minority opinion.

10) RB ACTION

After reviewing all materials relevant to the appealed case, the Review Board may choose one of the following options:

1) The decision of the initial hearing should be upheld and the sanction should be implemented.
2) The decision of the initial hearing should be upheld, but the severity of the sanction should be decreased.
3) The decision of the initial hearing should be overturned. Reasons must be given for this recommendation.

The Dean of Student Services shall implement the recommendation of the Review Board. The decision of the Review Board is the final level of University review.

University of Pittsburgh
at Greensburg

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#ERESIDENT HANDBOOK 2013--2014

EFFECTIVE AUGUST 15, 2013

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A WELCOME TO OUR RESIDENT STUDENTS

On behalf of the entire Office of Housing and Residence Life, I would like to welcome you to Pitt-Greensburg! Whether you are new to campus or returning, we are excited to have you as a part of our Residence Life community. We believe that living in the residence hall provides students with the best opportunity to achieve academic success and become connected with campus life. While living in the residence halls, our goal is to help students to actively participants in their community, engage with the Pitt-Greensburg and surrounding community, and demonstrate respect for themselves and others.

To assist you with your living experience, each residence halls has staff members that can assist you in exploring and connecting to campus resources. I encourage you to utilize them as a resource to make your residential experience more fulfilling. In addition, Resident Student Council is a terrific way for students to become an active participant in the residence hall community while improving the residential experience.

I hope your year is filled with excitement and that we can assist you along the way.

Sincerely,

Troy W. Ross
Director of Housing and Residence Life

INTRODUCTION

The Residence Life Program at Pitt-Greensburg is designed to create a "home away from home" environment for the residents. The halls are more than a place to sleep; they provide opportunities to learn and grow outside of the classroom. As a resident, the majority of your out-of-class time will be spent in our residence halls, so we do our best to ensure that the environment is safe, clean, and conducive to your academic and personal growth.

The Pitt-Greensburg Resident Handbook provides information that will familiarize you with every aspect of residence living. This handbook will answer many questions; however, many new questions may arise. We encourage you to contact The Office of Housing and Residence Life at x7869 regarding any questions you may have.

This Handbook is not intended to be a complete statement of all University policies, procedures, and academic regulations. Additional information may be found in the Student Handbook and/or the University of Pittsburgh Student Code of Conduct and Judicial Procedures. These materials are available in the Office of Student Services. Information contained in this Handbook is subject to change at any time, with or without notice. This Handbook does not represent a contract between the University of Pittsburgh at Greensburg and its students. The information contained herein supersedes that published in previous Handbooks.

HOUSING AND RESIDENCE LIFE STAFF

The Residence Life Staff are dedicated to the continuing improvement of on-campus living. They strive to establish and maintain an environment that provides a balance of support and challenges, to enable students to grow. Their wide range of experience allows the staff to serve as effective resources and to assist students experiencing housing or personal concerns.
The professional staff members directly responsible for housing and residence life include:

Mr. Rick Fogle - Dean of Student Services
219 Chambers Hall
Phone: x9916
e-mail: fogle@pitt.edu

Mr. Troy W. Ross – Director of Housing and Residence Life
219c Chambers Hall
Phone: X9953
e-mail : twr@pitt.edu

Mr. Brian K. Root – Assistant Director of Housing and Residence Life
213 Chambers Hall
Phone: X7470
e-mail: bkr5@pitt.edu

Ms. Sarah H. Young - Resident Director
103 Lyceum
Phone : X7606
e-mail: shy15@pitt.edu

Ms. Cayla Turner – Graduate Resident Director
103 Lyceum
Phone: X7879
e-mail: cnt14@pitt.edu

Ms. Jenna Konyak- Graduate Resident Director
103 Lyceum
Phone : X9937
e-mail: jck62@pitt.edu

Ms. Danielle Brush – Graduate Assistant
212 Chambers Hall
Phone: X9917
email: dlb92@pitt.edu

Ms. Linda Wagner – Student Services Secretary
219 Chambers Hall
Phone: X7869
e-mail: llw12@pitt.edu

Ms. Rochelle Mason – Student Services Secretary
219 Chambers Hall
Phone: X9917
e-mail: rlm85@pitt.edu

RESIDENT DIRECTOR (RD)

Resident Directors (RDs) are full-time professionals who live on the campus. RDs have a wide variety of responsibilities. Resident Directors directly supervise the Community Assistant staff. Apart from making sure that the needs and interests of the residents are met, they are also responsible for maintaining order and discipline in the residence halls. They serve as an important liaison between the Community Assistants and other departments in the University. In addition to this, they are responsible for maintaining communication with all necessary personnel, maintaining residence hall records and coordination of efforts with other University offices.

GRADUATE RESIDENT DIRECTOR (GRD)

The Graduate Resident Directors (GRDs) are members of the professional Residence Life Staff at Pitt-Greensburg. The Graduate Resident Directors work and live on campus. As members of the professional Residence Life Staff, the Graduate Resident Directors share the same duties as the RDs, such as maintaining order and discipline in the residence halls, and work with RAs on residence life programming and activities. The GRDs also work very closely with the Student Services Office in Judicial Affairs, Career Services, Health and Counseling Services, and Student Activities.

COMMUNITY ASSISTANT (CA)

Community Assistants (CAs) are upper-class students who play a pivotal role in Residence Life. The CAs primary role is to create a positive sense of community and supportive academic environment in his/her residence hall. CAs also identify unique hall/apartment and building needs and continually make concerted efforts to address and meet these needs. In addition to community development, CAs are responsible for providing opportunities for life skills development in their residence halls and

encouraging students to participate in these opportunities. CAs also provide personal advisement and referral of residents as needed. CAs assist in the discipline process by confronting and documenting inappropriate behavior.

Community Assistants reside in the following locations:

Westmoreland Hall
WH 101
WH 206
WH 301

Academic Village
Franklin House 101
Mead House 101
Athena House 101
Apollo House 101
Marshall House 101
Selene House 101

College Hall
CH 206
CH 217
CH 307
CH 318

Robertshaw Hall
RSH 126
RSH 142
RSH 226
RSH 242

University Court
UC A-7 (2)
UC B-7 (2)

TYPES OF HOUSING

The University of Pittsburgh at Greensburg provides housing in its two residence halls and three apartment complexes. These facilities are designed to maximize student interaction and to promote programming and activities. Every room or apartment comes with basic cable TV service (students must provide their own TV) and at least one Ethernet port. All facilities are equipped with laundry rooms, and various vending machines for student use.

1) ACADEMIC VILLAGE COMPLEX
The Academic Village Complex is facilities and programs designed to give students an enjoyable, exciting and intellectual home to explore ideas. The Village is intended to build a sense of belonging for all students as they forge friendships while they are participating in the life of the academic village programs. Field trips, performances, lectures and exhibits are planned for students' enjoyment. The objectives of these programs are to engage our students fully in their area of interest and to extend their experiences in creative ways to strengthen the college curriculum. The Village welcomes commuters and residents alike to participate in this unique community of scholars. Village apartment residents share an apartment with three other students, but enjoy their own private bedroom. Each apartment has four bedrooms, two full bathrooms, a living room, air conditioning, and is equipped with a full kitchen, including a dishwasher, stove, refrigerator, and microwave oven.

2) COLLEGE HALL
Each room in College Hall has a private bathroom. The living quarters are carpeted and contain plenty of shelf space. A microwave and refrigerator combination unit and an entertainment center are provided. The large central lobby and common area TV room provide for a positive interactive community.

3) ROBERTSHAW HALL
Robertshaw Hall is designed in a two-room suite arrangement. Each room has a private vanity and an adjoining shower and toilet facility. The restroom is shared with only one other room. Also, each room is equipped with a microwave and refrigerator combination unit, and plenty of closet space. The large central lobby provides a friendly environment that fosters resident interaction and community development.

4) UNIVERSITY COURT
These apartments offer more independent living. Each has two bedrooms, a living room, a linen closet, a pantry, a full bathroom, and a kitchen/dining area. The bathroom includes a shower/bath tub, toilet, sink, and mirror. The kitchen has a stove, refrigerator, sink, and cabinets. The apartments are fully furnished.

5) WESTMORELAND HALL
Westmoreland Hall features apartment-style living accommodations. Students who live in this building will share an apartment with three other individuals, but they will have their own private bedroom. Each apartment has four bedrooms, two full bathrooms, a living room, air conditioning, and a kitchenette area. Westmoreland is also the home to the OACS community.

OUTDOOR ADVENTURE AND COMMUNITY SERVICE: The mission of the Outdoor Adventure and Community Service community is to provide participants with experiential learning activities in an untraditional setting. The outdoor adventure component is designed to develop interpersonal and leadership skills; the community service component is designed to engage students in the community around them. The intended outcome is a more well-rounded, holistically educated student.

AVAILABLE SERVICES

1) CABLE TV
Basic cable television service is provided to each room/apartment in the Pitt-Greensburg Residence Halls. Students who encounter problems with cable service should contact a member of the Residence Life Staff.

2) INSURANCE OF PERSONAL PROPERTY
A student's personal property is not covered by University insurance. Check to see if coverage is provided by parents' homeowners' policy. If not, students may want to purchase their own insurance against loss or damage.

3) LAUNDRY ROOMS
Laundry facilities are provided at all residential locations. The cost to utilize the facilities is included in residence hall room rates. If machines are vandalized or otherwise misused, those responsible will be prosecuted, charged under the Student Code of Conduct, and may lose their residency.

4) MAIL
College Hall and Robertshaw Hall mailboxes are located inside the lobby in each building. The Academic Village mailboxes are located in Village Hall. Westmoreland Hall's mailboxes are located in the Lyceum. University Court mailboxes are located inside the Rec Room. At check-in, each resident will be assigned a mailbox and will be given the combination or key to that box. Mail is delivered Monday through Friday to the campus mailroom and then distributed in the residence halls once a day by a Community Assistant.

All mail should be addressed in the following manner:

Student's Name
(Room #) (Building Name)
University of Pittsburgh at Greensburg
150 Finoli Dr.
Greensburg, PA 15601

5) PACKAGES
UPS/FedEx will deliver to Robertshaw Hall, College Hall, University Court, the Academic Village, and Westmoreland Hall. A staff member will sign for the package(s) and inform the resident(s) via a notice in their mailbox or email.

6) MAINTENANCE
Our custodial staff cleans public bathrooms, lounges, hallways, and stairwells Monday through Friday. Students are responsible for cleaning their own room/apartment and bathrooms. Supplies such as toilet paper, light bulbs, vacuums, garbage bags, mops, and buckets are available from the CA on duty each night and on weekends during regular duty hours only at the following locations:

College Hall, Robertshaw Hall, Westmoreland Hall, and University Court (CA Desk)	Daily	9:00pm - 1:00am
The Academic Village Complex	24 Hours	Laundry Rooms

Repair, replacement, remodeling, or refurbishing of residence hall facilities is the responsibility of the maintenance staff. Any damage or breakdown of equipment should promptly be reported to a member of the Residence Life Staff. Do not attempt to make repairs. This is a violation of the Student Code of Conduct and could result in injury and/or a higher-than-normal damage charge.

7) TELEPHONE SERVICES
Courtesy phones are located throughout each residence hall for student use. Students can make local calls on any of the courtesy phones. Students can purchase a phone line for $60.00 per term. Students will be responsible for providing their own telephone unit. To request a telephone line, please contact the Office of Housing and Residence.

Guideline for placing calls from a campus phone:

***CAMPUS CALLS*:** Dial 4-digit telephone number
***LOCAL CALLS*:** Dial 5 + 10-digit telephone number
***800 NUMBERS*:** Dial 5 + 1 + 800 + 7-digit telephone number
***COLLECT CALLS*:** Dial 5 + 0 + telephone number or dial 10340.

Telephone Credit Card:
Students who elect to obtain a telephone credit card are individually responsible for all charges from their long distance carrier. Under no circumstances should calls be placed which are charged to a student's room number or the University. Residents of that room will be held collectively responsible for all charges. Credit card calls can also be placed by dialing 10340.

HOUSING PROCEDURES

1) ABSENCES FROM THE RESIDENCE HALL
Students that plan to be absent from the residence hall for longer than three days, should notify a member of the Residence Life Staff. It is also a good idea to inform roommates as a matter of courtesy and safety. Federal law requires the University to notify the listed emergency contact within 24 hours of a student being determined a missing person.

2) BEDS BUNKING/UNBUNKING
When roommates mutually agree, a request to bunk or unbunk beds may be made. Due to safety concerns, residents may not do this themselves and should instead do the following:

a) Beginning of each term:
Submit a Maintenance Request to do the bunking/unbunking. Maintenance Requests may be obtained from a CA.

b) During the term:
Requests will be done on a “schedule-permitting” basis by maintenance and should not be expected immediately. Maintenance requests may be submitted to a CA.

PLEASE NOTE: Disciplinary action will be taken for beds that are bunked/unbunked improperly.

3) CHECK-IN PROCEDURES
Notice of check-in dates is sent to all residents well in advance so that travel plans may be finalized. The specified date and time will be the only time residents are permitted to move in. Resident students are required to sign a form stating that they have either

had the meningitis vaccine or are choosing not to receive it before they are permitted to check-in. Rooms unclaimed after the first day of classes may be reassigned with no refund and full financial obligation in force unless the Director of Housing and Residence Life, or his/her representative, grants permission for late arrival.

4) CHECK-OUT AND END OF TERM

Students withdrawing from the University or released from their contracts must vacate their rooms/apartments not more than 24 hours after the date of withdrawal, release, or the end of the term. A student properly terminates residence hall occupancy by removing all belongings from the room/apartment, having the room checked by a Residence Life Staff member and turning in the room/apartment key (and the mailbox key at College Hall, University Court and Academic Village). The key or keys must be returned to Campus Police .

End of Term: When students check out at the end of the term or year, all trash, posters, decorations, etc. must be removed from the room before the Residence Life Staff will inspect for damage, etc. A member of the Residence Life Staff will inspect the room/apartment for damages after the last resident has vacated. A charge will be made for rooms/apartments left in an unsatisfactory condition or requiring special cleaning. Any items left in a room/apartment after the student has checked out will be disposed of by the University.

5) CONTRACT TERMINATION

a) Prior to Terms: If the student requests release from his/her contract prior to the beginning of the term, the request will be considered by the Director of Housing and Residence Life only on a replacement basis. Approved releases will result in forfeiture of the $150.00 housing deposit to the University to defray administrative costs. Failure to pay tuition and fees by the deadline may result in loss of student status and, therefore, loss of housing.

b) During Terms: Release from housing contracts may be granted only for extenuating circumstances such as death of the contracting student, marriage, involuntary military service, academic dismissal or other circumstances as approved by the Director of Housing and Residence Life. A contract terminated for one of the above valid reasons will result in a refund or credit of charges for that term pro-rated as of the date the Office of Student Services was notified of the student's withdrawal. If a student withdraws from housing and food service for any other reason, he/she may receive a partial refund as set forth in the Housing and Food Services contract. Students requesting termination of the contract after the add/drop period of the semester will be assessed the full semester fees and no refund will occur.

c) Termination by the University: The University may terminate the housing contract if the student's behavior poses a clear and present danger to the individual, the University or the community at large or as the result of judicial action. The student is not entitled to a refund or adjustment of housing and food service charges in this case. The University may also terminate the contract if, after specific efforts to call disruptive behavior to the attention of a resident, that behavior remains unchanged or if the resident consistently fails to assume necessary community responsibilities. For example, residents who consistently violate the rights and/or privacy of others or who exacerbate roommate relationships may have their contracts terminated.

6) ELIGIBILITY FOR ON-CAMPUS HOUSING

Any full-time Pitt-Greensburg student may apply for on-campus housing, however, the University does not have facilities suited for family living. A non-refundable housing deposit of $150.00 will be required at the time of application. Eligibility for housing may be forfeited if the application with the housing deposit is not returned to the Office of Student Services by the due date indicated unless an extension is requested and granted by that Office. Returning residents with financial holds on their student accounts will not be eligible for housing until the obligation has been met and the hold removed.

7) GENERAL UNIVERSITY RESIDENCY POLICY

The University of Pittsburgh at Greensburg considers it a privilege and not a right to reside in university housing. The residence halls are operated under the supervision of the Office of Housing and Residence Life in the Division of Student Services. Students who reside in the residence halls are expected to comply with all Federal, State, and Local laws. Resident students and their guests are expected to follow the rules and regulations governing residence life and are held accountable for the community standards of behavior as a vital part of their growth process. Students who violate these housing rules may be subject to termination of their housing contract, and/or other disciplinary action.

8) KEYS

Students may not have their room or mailbox keys duplicated. If a key is lost, stolen or misplaced the student should report this to a Residence Life staff member to arrange for a replacement. There will be a $25.00 charge assessed for each room key replaced and a $10.00 charge for each mailbox key. As a matter of security, students should never loan their key to another student or leave their room/apartment unlocked. If a student is found to be in possession of a residence hall key that is not his/her own, or if

a visitor is found to be in possession of any residence hall key, the key will be confiscated and the resident to whom the key was issued will be sanctioned.

9) OCCUPANCY PERIODS

Pitt-Greensburg residence halls and dining facilities will be closed during Thanksgiving break, Winter Recess, and Spring break. Residents will be notified of closing and reopening dates well in advance. Residents are responsible for making their own temporary arrangements during these periods. Due to reasons of safety and security, a person found in university housing during breaks without authorization will be subject to university disciplinary action and/or criminal prosecution.

10) PARKING

All students with cars at Pitt-Greensburg must purchase a campus-parking permit from the Business Office located in Millstein Library. Residents must park in their assigned lot and display their parking permit at all times. A brochure that summarizes the regulations and a map depicting parking lots are available at the Police and Safety Center.
NOTE: Visitors are not permitted to park in residence hall parking lots.

11) ROOM CHANGES

Room change requests are not usually granted during the first two weeks of a term. Residents are encouraged to work out roommate conflicts through communication and the assistance of the Residence Life Staff. Communicating with roommates is the key to building and maintaining a positive relationship. Enjoying relationships with roommates contributes to student satisfaction with University life and may even promote academic success.

If roommates experience conflict, it is important that all individuals involved work to resolve the differences. For example, one of the issues in which roommates sometimes experience difficulty involves guests. If a roommate experiences dissatisfaction with guests, it is the responsibility of that roommate to share concerns. If a roommate is not responsive to concerns or if approaching a roommate is difficult, contact an CA or a member of the Residence Life Staff for assistance.

REMEMBER: Talk with your roommate about problems that you're experiencing. Share your concerns, express how you feel, and negotiate a resolution to the conflict. COMMUNICATE! If there's a problem, take the initiative to act positively - you'll be exercising control over the quality of your residence hall experience.

If, after all options to resolve roommate conflicts have been exhausted, the parties feel they cannot live together, room change requests will be considered by the Director of Housing and Residence Life or his/her designee. Students may move only after they receive official permission and when the normal check-in/check-out procedures have been completed. Room changes will not be made for reasons that violate the University Non-Discrimination Policy. Room changes may take place in one of three ways:

a) Room Swap:

If student A wants to move into student B's room, and B wants to move into A's room, A and B should go to a Residence Life Staff member to obtain a Room Change Form. Residents requesting the change are required to obtain all appropriate signatures and return the form to the Assistant Director of Housing and Residence Life or the Director of Housing and Residence Life.

b) Immediate Room Change:

If a resident is having serious problems with his/her roommate(s), the student may request an immediate room change. We expect that this request be made only after he/she has talked with a Residence Life Staff member to try to resolve the roommate conflict. The room change may be postponed until efforts have been made on the part of all roommates in the room/apartment to compromise and work out the issues. In an immediate change, the resident will be assigned to whatever space is available at that time. If no vacancies are available, the Residence Life Staff will monitor the situation and work closely with the roommates to prevent further problems until a space is available.

c) Involuntary Room Change:

This is a written direction to relocate a student to an alternative residence hall accommodation within a specified period of time. The Director of Housing and Residence Life, the Coordinator of Judicial Affairs, or the Dean of Student Services may impose this sanction. Involuntary Room Change is imposed only to insure safety and well-being of a member of the University community, or University property, or to insure the students' own physical or emotional safety and well-being.

12) ROOM CONSOLIDATIONS
Residents whose roommates have left may be moved to another room/apartment where space exists. If there is no space available, the resident(s) may remain in a partially occupied room/apartment without additional charge.

13) ROOM/APARTMENT ASSIGNMENTS

a) New Residents:
All first-time residents, including transfers and students relocating from other Pitt campuses, may be assigned to any residential location (except Westmoreland Hall). Assignments are made based on preference of the applicant, date housing process was completed (including application/contract and deposit) and the room preference survey returned by the applicant.

b) Returning Residents:
Residents returning for a consecutive year in the residence halls are given preference in regard to residence hall room/apartment when the deadline for returning housing applications is met. Returning residents who apply for housing after the deadline will be assigned after new residents that have applied by the deadline have been assigned. Returning residents are asked to select their own roommates. If they do not choose enough roommates to comprise a full room or apartment, additional resident(s) will be assigned by the Housing Office. The University reserves the right to add residents to any and all rooms/apartments should the need arise.

14) ROOMMATE RIGHTS
Each resident has certain rights that must be respected by his/her roommate(s) and guests. Some of these rights are:

* The right to read, study and sleep in one's room without undue interference due to noise, guests, etc.
* The right to free access to one's facilities without pressure from a roommate.
* The right to expect that a roommate and his/her guests will respect one's personal belongings.
* The right to personal privacy.

It is the responsibility of each resident to insure that he/she does not infringe upon the rights of his/her roommate(s) and that visits by guests also do not infringe on these rights.

HOUSING POLICIES AND REGULATIONS

(Also, refer to the Student Code of Conduct.)

1) ALCOHOL - Also refer to Appendix B and Appendix C
Pennsylvania law states that no one under 21 years of age shall possess, sell, transport, or consume alcoholic beverages. Underage drinking violations are adjudicated in accordance with Pennsylvania statutes. In addition, possession, consumption, public intoxication, or being knowingly present of alcoholic beverages by students or guests including those 21 or older anywhere on the Pitt-Greensburg campus, including the residence halls, is not permitted. Alcohol is only permitted under specific approval of the administration.

Violation of this University policy can result in dismissal from the University. Students who violate this policy will be referred to the University's **P**ersonal **R**esponsibility **I**nitiated through **D**rug/Alcohol **E**ducation **(P.R.I.D.E.)**. This program has been instituted for students who demonstrate an inability to comply with the University's alcohol policy and/or show evidence that may indicate loss of control over his/her behavior. The intent of this program is to develop a high level of alcohol awareness and to identify students with substance abuse problems early so that they may be referred to the University's network of support.

Students who have any questions regarding the P.R.I.D.E. Program, should contact a member of the Residence Life Staff or the Judicial Coordinator.

2) AUTHORIZED ENTRY AND SEARCHES
The University reserves the right for authorized representatives to enter the premises for housekeeping purposes, for damage inspections, for repairs or maintenance, to ensure the well-being and safety of members of the University community, and to check the condition of University property. In addition, rooms may be entered when there is probable cause to believe that a violation of University policy has taken or is taking place and as otherwise permitted by law.

3) BREAK POLICY

The residence halls will be closed during the following periods, and residents must vacate the residence halls:

- Thanksgiving recess
- Winter recess
- Spring recess
- Break between the end of the spring term and beginning of summer term
- Break between the end of summer term and beginning of fall term

During these times, only students who have University-related and approved business and international students living abroad (because of visa related issues) may submit a written request to remain in the residence halls if *no alternate housing* is available in the area. Requests to stay during any University break/recess must be submitted to the Director of Housing and Residence Life a minimum of three weeks prior to the start of the break. Requests submitted less than three weeks in advance will be denied. The University reserves the ability to deny requests based on budget or staffing or other reasons and to move students to other residence halls. The University may impose additional housing fees for this period. All students without written approval must vacate the residence halls.

4) CRIMINAL DISCLOSURE

Residence Hall students must disclose to the Office of Housing and Residence Life any felony convictions or other convictions for sexual offenses or drug distribution, sale, or manufacture. If students have any such convictions, they may not reside in University-owned housing without first obtaining permission from the Office of Housing and Residence Life. Students with such convictions must agree to assist the Office of Housing and Residence Life in conducting a background check and to adhere to any reasonable housing conditions placed on them in the sole discretion of the Office of Housing and Residence Life. Based on the nature and circumstances of past or future convictions, the student may be prevented from residing in University-owned housing.

To disclose this information, students must complete a Criminal Conviction Disclosure Form. Criminal Conviction Disclosure Forms are located on the Pitt-Greensburg housing website in the Housing Forms section. Forms can also be obtained in 219 Chambers Hall.

Failure to disclose convictions prior to residing on campus will be considered a violation of the Student Code of Conduct and may result in immediate removal from campus housing.

5) DAMAGES

When a student moves into a residence hall, he/she and his/her roommates are asked to complete a Check-in Condition Report. If the condition of the furniture or room/apartment is not the same as listed, the roommates should note the discrepancy. Occupants of a room/apartment will be held responsible for any damages to the room and furnishings not noted on the Check-in Condition Report. Failure to return the Condition Report within the designated time may result in forfeiture of right to appeal any damage charges. Damage charges may include replacement, repair of damage and any costs incurred to return the room to its original condition including removal of debris and cleaning.

Residents who wish to claim personal responsibility for damages should complete a Damage Responsibility Form. If responsibility for the damages cannot be determined or are not claimed by any individual, charges will be divided and assessed equally among roommates.

Residents may also be held collectively responsible for damage in common areas/lobbies of buildings such as windows, corridors, lounges, study rooms and laundry rooms. Residents are also responsible for any damages caused by their visitors or guests.

Should furniture be removed from the room/apartment, residents responsible will be fined, billed for any damage or loss, and charged with theft of University property. Furniture provided for lounges and recreational areas may not be moved to student rooms. A fine will be assessed for each unauthorized piece of furniture found in a room/apartment.

6) DECORATIONS/FURNISHINGS

Pictures, posters and other decorations may be hung in residents' rooms or apartments using masking tape or poster putty only. The use of nails, screws, tacks, glue and adhesives other than masking tape or poster putty is prohibited. All decorations must be removed when the resident checks out of the room/apartment. The use of tape or any other adhesive on room/apartment doors

will cause damage for which the residents of that room/apartment will be responsible. Permission must be received from the Office of Student Services to hang any poster in public areas. Public areas include hallways, study lounges, lobbies, recreation rooms, laundry rooms, etc. Any poster in a public area without a stamp from the Office of Student Services will be removed. Any obscene material posted in public areas, including hallways, will be removed.

Students are responsible for all University provided furnishings. Residents may arrange furniture within a given room/apartment in any reasonable manner. Furniture must remain in the room/apartment, rest on the floor and may not be suspended or placed in supports. Residents are not permitted to bring large pieces of furniture such as upholstered chairs or couches. For items other than small crates or bookcases, students should first consider space restrictions. If uncertain whether an item is allowed, please ask a member of the Residence Life Staff.

Furnishings are marked for identification and placement. Removal of these items from the areas in which they are placed, including removal from the building or the removal from another area of the building without authorization, is considered an act of theft. Students are not permitted to bring additional furniture unless approved by the Director of Housing and Residence Life.

Alcoholic beverage containers and/or alcoholic paraphernalia cannot be used as decorations or for any other purpose whatsoever within the residence halls. Also, for fire safety reasons, possession of and/or burning of candles, incense, potpourri or the use of other open-flame devices are prohibited in University housing. These items will be confiscated if found and students may face disciplinary action.

7) DOOR PROPPING

For the safety of all residents, entry doors to residence halls are not permitted to be propped open. Any individual caught propping entry doors to the residence halls will be sanctioned $50.

If the entry door is found to be propped open but no individual accepts responsibility, everybody living in that area (i.e. residence hall, house or quad) will be held responsible and sanctioned as follows:

First Offense
Written Warning

Second Offense
$10 fine per person

Third Offense
$25 fine per person

Fourth Offense
$50 fine per person

8) DRUGS/DRUG PARAPHERNALIA

Federal law prohibits the possession, sale, transportation or usage of illicit drugs. All violations regarding drugs and other controlled substances will be dealt with in accordance to the sanctions listed in the Student Code of Conduct and in accordance with local, state, and federal laws.

9) FAILURE TO COMPLY

It is a violation of the University Student Code of Conduct for a student to fail to comply with the direction of or to present identification to University officials acting in the performance of their duty. This includes all University officials, i.e., Community Assistants, Residence Life Staff, and University Police Officers.

10) FIRE DRILL PROCEDURES AND REGULATIONS

Safety of students and property is a major concern for the University community. All Pitt-Greensburg residence halls conform to fire and safety standards as set by the State Department of Labor and Industry. The halls are periodically inspected to insure safety. Hempfield Township supplies fire protection for the campus. Residence halls are equipped with state-of-the-art alarm systems, fire extinguishers and fire doors. Because preparedness for an actual fire is the best policy to protect residents' safety, organized fire drills are held periodically. Residence Life Staff members are trained in fire drill organization, enforcement of fire regulations, and instructed in the use of fire equipment. Full protection against fires can best be achieved if residents abide by fire regulations, are prepared for emergencies and are concerned about the safety of fellow students. At the beginning of each academic year, each student will be provided with specific drill procedures and routes from his or her room/apartment. Failure to evacuate during a drill or emergency is a violation of the Housing and Food Service Application and Contract and the Student

Code of Conduct. Tampering, misuse or theft of any fire equipment, extinguishers, alarms, doors, hoses, sprinklers, smoke detectors, location lights, exit signs, or directional maps are prohibited.

False alarms are a violation of state law and University policies. Violators will be reported to the proper authorities and will be prosecuted to the fullest extent of the law.

Students should use extreme caution when using personal grooming appliances (hair dryers, curling irons, etc.) We further advise students not to overload electrical outlets with appliances.

Remember: Always Treat A Fire Drill As A Real Fire!

11) GAMES OF CHANCE
Students found engaging in games of chance for money or other gain in violation of the law will be subject to disciplinary action.

12) INSPECTIONS
Apartments/rooms will be inspected periodically to insure that the facilities are being maintained in a healthy and safe manner. Residents will be notified of the inspection dates and an appointment will be made for the inspection. They will also be provided with a list of tasks to be completed. At least one roommate must be present during the inspection. At this time obvious damages will be noted and charged. Damages that are not obvious at the time of inspection may be charged at the end of the term.

13) LOCKOUTS
Residents who have locked themselves out of their room or apartment should first attempt to gain admittance by calling a roommate to let them in. If no roommates are available, the Community Assistant on duty may be called, followed by the campus Police. However, residents who continuously ask for assistance to gain admittance to their room or apartment may be fined. Residents who have lost keys may not depend on others to let them into their residence but must report the lost key and have it replaced immediately.

14) VISITATION/OVERNIGHT GUEST POLICY

The following policy and procedures governing guest visitation have been developed in order to meet the needs of resident students for personal security and privacy and to help maintain an environment in the residence halls that is conducive to the personal and academic goals of each resident. A guest is defined as: a.) a person that lives off-campus or b.) a person that lives on-campus and has been invited to a different residence hall other than his/her own by a contractual student.

Residents will be accountable for any rule infractions that occur as a result of the actions of their guests, including those signed in by the resident and those accompanied by the residents, as well as all guests within a resident's room/apartment.

1. All visits are subject to the following conditions:

    a.) All non-resident guests must sign in with a member of the Residence Life Staff when they are in a residence hall between the hours of 9:00pm – 1:00am. Non-resident guests that are in the building prior to 9:00pm must report to the desk area with their host between 9:00-9:30 pm so they may sign in. Resident guests, defined as guests who are contractual students visiting another residence hall, are not required to sign in at the front desk.

    b.) All non-resident guests must present a proper photo I.D. that will be kept by a member of the Residence Life Staff until the guest vacates the building. Resident guests must present a current, valid ID to the CA at the desk upon entering the building or at the request of a Residence Life staff member.

    c.) All of the roommates' approval is required.

    d.) The host must be present when signing in the guest.

    e.) All guests must be escorted by the host while in the building.

    f.) Residents are limited to two guests at any one time.

g.) A resident may not host children under the age of five without acquiring permission from the Office of Housing and Residence Life. If visitation is granted, the period of visitation may not exceed two hours. At no time are children under the age of five permitted to stay in the residence halls beyond 9:00pm.

h.) A resident may not host persons under the age of sixteen, unless accompanied by a parent, without the permission of the Office of Housing and Residence Life.

i.) Guests may not utilize a student's bed or personal possessions without the consent and expressed knowledge of the student.

j.) Guests are subject to all University rules and regulations.

k.) The right to privacy, sleep, or study of contractual students supersedes visitation privileges.

l.) Guests are not permitted to be in possession of the residence hall keys. Any keys found in the possession of a guest will be confiscated and the host student may face disciplinary action.

m.) Guests will not be permitted in the residence halls while under the influence of drugs and/or alcohol. The judgment of the Residence Life Staff will be final.

n.) Guests are not permitted to park in the areas designated for residence hall parking. Please refer to the "Parking" section for more details.

o.) Visitation privileges may be revoked as a result of violations of this policy and/or other disciplinary infractions.

2. An overnight guest is defined as one who remains within the residence halls between the hours of 1:00am and 8:00am. This applies to resident guests as well as non-resident guests. Residents may have overnight guests subject to the following additional conditions:

a.) The signature of all roommates is required on the overnight guest form.

b.) The overnight guest form must be completed prior to 1:00am for each guest remaining in the building beyond that time.

c.) Overnight guests must provide a proper form of photo identification.

d.) A resident may not have more than two overnight guests at one time.

e.) No room/ apartment may have more than four overnight guests at one time.

f.) Overnight guests may not stay more than three consecutive days.

g.) Overnight guests are limited to having eight overnight visits during any calendar month.

3. Each student is permitted to have one (1) Pre-approved Overnight Guest (P.O.G) registered with the Office of Housing and Residence Life. By registering a P.O.G, the host student will not have to request the permission of the roommates for every overnight visit. To register a P.O.G, the following requirements must be met:

a.) The signature of all roommates is required in the P.O.G. log at the building front desk.

b.) The P.O.G must comply with all overnight guest conditions as noted above.

c.) The host student and the P.O.G. must still complete the overnight guest form as required for every overnight visit.

If at any time a roommate decides to revoke their pre-approval for an overnight guest, they may do so by contacting a member of the Residence Life staff. Students are encouraged to discuss any guest visitation issues prior to revoking privileges. The Office of Housing and Residence Life reserves the right to revoke overnight privileges of guests.

Any unescorted guest/visitor found in the residence halls shall be presumed to be there improperly and will be asked to leave. If the person is a student of the University, he or she shall be subject to University discipline. If the person is a non-student, the individual's failure to comply with such a request will constitute violation of the trespass law and may result in the arrest of the individual. Students may confront any unfamiliar person they encounter in the residence halls in order to ascertain the identity of that individual and the reason for his/her presence in the hall. Students are encouraged to contact a member of the Residence Life Staff for assistance.

This policy will be reviewed at the end of each term or as necessary to maintain a safe environment conducive to learning.

15) PETS

Pets of any kind are prohibited in the residence halls. If a student is found to have pets in their room/apartment, they will be given a deadline for removal of the pet and be sanctioned. Failure to remove the pet by the deadline will result in disciplinary action. Small fish in a ten-gallon tank are the only exception to this policy.

16) PHONE ABUSE/PHONE FRAUD

Any damage or abuse to phone equipment will result in charges for damages and disciplinary action.

Any fraudulent use of the phone system (i.e., use of calling card or access codes) will result in criminal charges and possible suspension or dismissal from the residence halls and/or the University.

It is a crime under both federal and state laws for anyone to make obscene or harassing telephone calls. These laws have penalties including imprisonment and/or a fine, as well as sanctions within the University, including loss of housing.

17) QUIET HOURS

Quiet hours in the residence halls are from 10:00pm to 8:00am. On weekends (i.e. Fridays and Saturdays), quiet hours will begin at 12:00 am. During these hours residents must maintain a reasonable level of quiet, so that others may comfortably sleep or study. Courtesy hours are enforced 24 hours a day. That is, at any time, a resident who is disturbed by noise may request those making that noise to be quiet. During examination periods, study hours will be established when the noise level is expected to be even lower than normal. At all times, the level of noise in a residence hall should not interfere with those wishing to read, study or sleep. Those who consistently violate the rights of others may face disciplinary action including a fine and possible loss of residency. The use of amplified instruments or other instruments producing loud volume is prohibited in the residence halls.

18) RESIDENTIAL COMPUTING POLICY

The Residential Computing (ResCom) program at the University of Pittsburgh at Greensburg provides in-room network connections and support to students in compliance with the academic mission of the University. It is the responsibility of every student to use these resources appropriately and in compliance with all University regulations as well as local, state and federal laws.

Computer operation and network access is a privilege that can be revoked due to inappropriate use. By accepting University housing and/or connecting to ResCom, the user agrees to the terms and conditions of the ResCom Policy and all other University information technology resource policies.

Students agree to abide by the University's regulations concerning the use of information technology resources as outlined in the ResCom Policy, the Student Code of Conduct, by the Federal Copyright Act of 1976, and by other applicable University guidelines and policies as well as local, state and/or federal law.

Misuse of ResCom network connections, computing equipment and/or other University information technology resource access may result in other University, local, state and/or federal sanctions.

In order to facilitate the administration of the ResCom program and to maintain equitable use of information technology resources, the following policies apply:

ResCom services, equipment, wiring and/or jacks may not be altered or extended beyond the location of their intended use.

Residents who choose to bring a computer to campus will receive individual access to the Internet. The Technology Center will help students connect their computers to PittNet and provide network, device, and basic software support.

Residents will be responsible for any theft of or damage to the computer equipment or wiring in their room, including replacement or repair costs. Unauthorized duplication of copyrighted resources (software or proprietary files) may also lead to criminal charges and/or disciplinary action.

Students are personally responsible for all use of the computer equipment and network connections and will be held accountable for any violations that occur involving the computer and/or network connections. Students must not give their personal passwords to any other person. Students must not allow others to use their computerif it is logged-in to PittNet using their Pitt username and password.

Students are not permitted to use computers as servers or Web sites. A Web page may be created using the available AFS space of the student's UNIX account. Each student accepts full responsibility for the content and any violations involving that Web site that occur, even if the content has been published or the violation is committed by a user other than the owner.

Students are not permitted to use wired nor wireless routers, nor hubs.

Violations of these ResCom policies will be adjudicated, as appropriate, by the Director of the Computing and Telecommunications, the Director of Housing and Residence Life or through the University Student Judicial System. Sanctions imposed as a result of such violations may include (but are not limited to):

* Loss or suspension of ResCom services and/or of all Pitt-Greensburg computing privileges
* Restitution to the University or other appropriate source
* Disciplinary and/or criminal charges

19) SEXUAL ASSAULT POLICY (See also “Sexual Violence Awareness and Assistance” and “Offenses Related to Person”)

There are several educational programs offered to the campus community throughout the year addressing awareness and prevention concerning sexual assault. Procedures a student should follow if a sexual assault occurs are listed in the campus Safety and Security Brochure, which is available from Pitt-Greensburg’s Police and Safety Center. This brochure also lists campus and community resources available to a student following a sexual assault. Students who have any questions should contact the Health Center at x9947 or the Counseling Center at x9870.

20) TOBACCO FREE ENVIRONMENT

The University of Pittsburgh is a tobacco free environment. The use of tobacco is strictly prohibited in university buildings including all residence halls. Smoking and the use of smokeless tobacco in University of Pittsburgh at Greensburg residence halls will result in disciplinary action.

The University Smoking Policy and Procedures prohibit smoking within 25 feet of all University building primary entrances and HVAC intake vents. Primary entrances shall be defined as the common public access points to each building, and is not intended for doors exclusively designated as emergency exits only or as service entrances. Portions of entrances and loading docks that are under building cover (such as an overhang/porch) and interior garages shall be considered as inside the building, and smoking shall be prohibited.

21) VENDING/VIDEO MACHINES

Vending machines provided in the residence halls are a privilege that must not be abused. If machines are vandalized or otherwise misused, they will be removed and those who are responsible will be prosecuted, charged under the Student Code of Conduct and may lose their residency.

RELATED SERVICES

(*Please see additional information regarding Related Services in the Student Services portion of this handbook.)*

1) DINING SERVICES
Resident students have the option of choosing one of eight different meal plans. There are 19 meals served in the dining hall weekly.

- 75 Meal Block w/ $150 Flex
- 75 Meal Block w/ $300 Flex
- 120 Meal Block w/ $150 Flex
- 120 Meal Block w/ $300 Flex
- 10 Meal Plan w/ $150 Flex
- 10 Meal Plan w/ $300 Flex
- 14 Meal Plan w/ $150 Flex
- 14 Meal Plan w/ $300 Flex

First Semester Freshmen Students are not eligible for the 75 Meal Block Plans.

In addition, residents may use their meal plans at the Bobcat Station. Meals can be exchanged for a cash allowance during the times listed below:

Breakfast: 7:30am -- 10:00am
Lunch: 11:30am -- 2:00pm
Dinner: 4:30pm -- 7:00pm

The student's ID card is also their meal plan card. Students must present their ID card to gain access and to record the meals eaten. A student's meal plan cannot be honored more than once during the same meal period (except for residents that have the 75 and 120 Block Plan and/or have FLEX). Flex dollars must be used by the end of each term or the remaining amount will be forfeited.

Hours of Operation:
The **Dining Hall** offers continuous dining on weekdays. All regular meal items are available upon request between regular meal hours:
Weekdays: Continuous Services 7:30am – 7:00pm
Weekends: Continuous Services Brunch & Dinner 11:30 am- 5:30 pm

Bobcat:
Monday - **Thursday**: 7:30am -- 7:00pm
Friday: 7:30am – 3:00pm

Meal equivalency times and amounts:

Breakfast: 7:30 am- 10:00 am $3.00
Lunch: 11:30 am- 2:00 pm $4.00
Dinner: 4:30 pm- 7:00pm $5.00

Coffee House in Village Hall:

Monday- Thursday: 8:00am- 1:30 pm and 6:30 pm- 12:00 midnight
Friday, Saturday, and Sunday: 8:30 pm – 12:00 midnight
No meal plan exchange
Flex, Catcash, and cash accepted

NOTE: Call Chartwells Dining Services, x9945 for more information.

2) STUDENT ID CARDS
All students are required to obtain a University photo identification card. This card is necessary to gain access to the cafeteria, checkbooks out of the library, obtain admittance at campus functions, use University facilities, and sign in at the residence halls. It must be presented as a form of identification to any University official who asks to see it.

3) POLICE AND SAFETY DEPARTMENT
The University of Pittsburgh at Greensburg Police Department has officers on duty 24 hours a day, 7 days a week, 365 days a year. The officers carry mobile units, which allow students to contact them immediately at any time by dialing x9865 from a student's room/apartment phone, any of the beige phones in campus buildings or any emergency phone on the campus grounds.

It is the responsibility of all residents to help ensure that adequate security is maintained in the residence halls. Outside doors at all residential facilities are locked 24 hours a day for students' protection. A student's room/apartment key will open these doors as well as their room/apartment. Residents must refrain from behavior that will compromise building and room/apartment security such as:

* Leaving room doors unlocked and/or opened
* Propping open building doors
* Not shutting building doors completely

Residents also have an obligation to abide by the visitation regulations of the University, including properly escorting guests to and from the building entrances and exits. Students should also report unauthorized persons to the proper authorities (Chief of Police, Director of Housing and Residence Life, Assistant Director of Housing and Residence Life, GRDs, RDs, or CAs) and be constantly aware of the importance of maintaining security in the halls.

FINES AND SANCTIONS

The University of Pittsburgh at Greensburg reserves the right to impose fines, and sanctions on students who violate University policies and regulations.

1) CASES OF A SERIOUS DIMENSION OR NATURE
In cases that are deemed as immediately threatening to the health and safety of an individual(s) in the University, particularly in the case of behavior exhibited while under the influence of alcohol or illicit drugs, more serious sanctions up to and including dismissal will be considered. The primary aim of these guidelines is meant to be educational; however, they are in addition to and not a substitution for current sanctions under the Pennsylvania Crimes Code, the Student Code of Conduct or other University policies and procedures.

2) USE OF FINES COLLECTED
Fines collected for alcohol violations will be deposited in a fund used to support the P.R.I.D.E. Program. All other fines will be deposited in the Resident Programming Fund with the exception of damages and lost keys, which will be used for replacement.

Fines not paid will result in a hold on the student's account. That student will not be permitted to register for the following term and will not receive grades or transcripts until the fine is paid.

APPENDIX A

Staff and Faculty Phone Directory
(all extensions follow 1-724-836 or 838)

Administrative Personnel

President's Office

Dr. Sharon P. Smith	President	LH 101	x9911
Ms. Dolly Biskup	Executive Assistant to the President	LH 102A	x9911
Dr. Wesley Jamison	Vice-President for Academic Affairs	LH 203A	x7593
Mr. Carl Rossman	Vice-President for Administrative Affairs	LH 104	x9903
Mr. Rick Fogle	Dean of Student Services	CH 219D	x9916
Ms. Jodi Kraisinger	University Relations and Institutional Advancement	LH 201	x9942
Ms. Susan Isola	University Relations and Institutional Advancement	LH 203	x7741
Ms. Mary Anne Koleny	Director of Human Resources	LH 108	x9902
Dr. Dave Robinson	Director of Computing & Telecommunication	FACH 217	x9927

Academic Affairs

Dr. J. Wesley Jamison	Vice President for Academic Affairs	LH 204	x9988
Dr. Dean Nelson	Assistant Vice President for Academic Affairs	LH 205	x8044
Dr. Jacqueline Horrall	Behavioral Sciences Division Chair	FOB 132	x7482
Dr. William Rued	Humanities Division Chair	PH 132	x9941
Dr. Mark Stauffer	Natural Sciences, Mathematics & Engineering Division Chair	SH B-3	x7822
Ms. Christine Guzik	Administrative Assistant	LH 203A	x7593
Ms. Brandi Darr	Director of Financial Aid	ML 123	x7167
Dr. Patricia Duck	Director of Millstein Library	ML 141	x9689
Ms. Heather Kabala	Director of Admissions	RIH 106	x9885
Dr. Lou Ann Sears	Director of Learning Resource Center	ML 240	x7098
Mr. Gawain Emanuel	Director of Advising	ML 110	x8027
Ms. Michele Shuey	Academic Advisor/Dir. of International Studies	ML 105	x7463
Ms. Kearsten Adams	Academic Advisor	ML 101B	x9173
Ms. Jessica Barch	Academic Advisor	ML 101A	x9171
Ms. Karen Ricco	Academic Advisor	ML 102	x7491
Mr. Richard Romano	Academic Advisor	ML 101	x9990
Ms. Carin Winters	Academic Advisor	ML 104	x7191
Ms. Linda Smith	Registrar	ML 124	x7188
Ms. Jane Hoch	Faculty Secretary	FACH 211	x9860
Ms. Lisa Pletcher	Administrative Assistant for Advising	ML	x9174

Academic Support Services

Ms. Cynthia Genard	Faculty Secretary	SH B-5	x9876
Ms. Jane Hoch	Faculty Secretary	LH 207	x9860
Ms. Valerie Kubenko	Faculty Secretary	FOB 230	x9868
Ms. Lisa Pletcher	Secretary, Academic Advising	ML110	x9174
Ms. Linda Szypulski	Faculty Secretary	FOB 230	x9883

Administrative Affairs

Mr. Carl Rossman	Vice-President for Administrative Affairs	LH 104	x9903
Mr. Dale Blasko	Director of Campus Police	PSC	x9865
Ms. Ronna Colland	Director of Business Affairs	ML 136	x9906
Mr. Robert Kaufmann	Director of Plant Maintenance	PMB 204	x9898
Ms. Stacy Netzel	Director of Conferencing	LH 105	x7042
Dr. Dave Robinson	Director of Computing & Telecommunications	FACH 217	x9927

Athletics

Mr. Anthony Berich	Athletics Director/Head Coach, Men’s Golf	CH 201	x9949
Ms. Joyce Brobeck	Head Coach, Men's & Women's Cross Country	CH 201	x7489
Ms. Missy Cremeens	Assistant Athletic Trainer	CH 104	x9996
Ms. Erin Eaton	Head Coach, Women’s Basketball	CH 201	x7816
Ms. Maria Iovino	Men’s and Women’s Tennis	CH 201	x7076
Mr. Bill Monstrola	Head Coach, Softball	CH 201	x7038

Mr. Leroy Simms	Head Coach, Women's Volleyball	CH 201	x7038
Mr. Sean Strickland	Head Coach, Men's Basketball	CH 201	x7076
Mr. Ted Wawrzyniak	Head Coach, Men's Soccer	CH 201	x7487
Mr. Ricky Wheeler	Athletics Trainer	CH 104	x9996
Ms. Melissa White	Head Coach, Cheerleading	CH 201	x7185
Mr. Chuck Wigle	Sports Information Dir./Coach, Women's Soccer	CH 201	x7038
Mr. Anthony Williams	Head Coach, Baseball/Intramural Coordinator	CH 201	x7185

Bookstore

Ms. Kathleen Fennell	Bookstore Manager	CH 112A	x9929
Ms. Angela Mangione	Bookstore Clerk	CH 112A	x9928

Business Affairs

Ms. Ronna Colland	Director of Business Affairs	ML 136	x9906
Ms. Cindy Crosby	Student Accounts Administrator	ML 134	x9697
Ms. Kathleen Fennell	Bookstore Manager	CH 112A	x9929
Ms. Deann Scherbick	Accounts Payable Administrator	ML 133	x9874
Mr. Allen Tedrow	Purchasing Administrator	ML 139	x9909

Dining Services

Mr. Richard McMahon	Director of Dining Services	CH 118A	x9945
Ms. Connie Lehman	Associate Director of Dining Services	CH 210	x7815

Financial Aid

Ms. Brandi Darr	Director of Financial Aid	ML 123	x7167
Ms. Patricia Barkell	Financial Aid Specialist	ML 101	x9881

Housing & Residence Life

Mr. Troy Ross	Director of Housing & Residence Life	CH 219	x9953
Mr. Brian Root	Assistant Director of Housing & Residence Life	CH 213	x7470
Ms. Sarah Young	Resident Director	Lyceum	x7606

Human Resources

Ms. Mary Anne Koleny	Director of Human Resources	LH 108	x9902
Ms. Donna Luciew	Administrative Assistant	LH 103	x9875
Ms. Lori Moore	Human Resources Assistant	LH 103	x9893

Library

Dr. Patricia Duck	Director of the Library	ML 141	x9689
Ms. Sandra Buehner	Library Specialist	ML 143	x9691
Ms. Bonnie Chambers	Library Specialist	ML 145	x7123
Ms. Amanda Folk	Library Specialist	ML 142	x9688
Ms. Diane Hughes	Administrative Support	ML 161B	x7159
Mr. James Vikartosky	Library Specialist	ML 144	x9690
Ms. Anna Mary Williford	Library Specialist	ML 146	x7170

Maintenance/Facilities Management

Mr. Robert Kauffmann	Director of Plant Maintenance	PMB	x9898
Mr. William Franicola	Physical Plant Supervisor	PMB	x9686
Ms. Linda Soltis	Maintenance Coordinator	PMB	x7189
Mr. Scott Coffman	Grounds		
Mr. Harry Feals	Custodian		
Ms. Diane Ford	Custodian		
Mr. Robert Godzik	Maintenance		
Mr. Mark Greenawalt	Custodian		
Ms. Vicki Hoak	Custodian		
Ms. Ladonna Hrabak	Custodian		
Mr. Leonard Jones	Maintenance		
Mr. Daniel Kelly	Custodian		
Mr. Todd Miller	Maintenance		
Mr. Michael Niehenke	Maintenance		
Ms. Donna Myers	Custodian		
Ms. Delia Oslosky	Custodian		

Mr. Dane Radaker	Maintenance		
Mr. Timothy Simms	Grounds		
Mr. Curt Varriano	Maintenance		
Mr. Brian Weaver	Maintenance		
Ms. Kim White	Grounds		
Ms. Joy Wisneski	Custodian		
Mr. Cliff Worthy	Custodian		

Police and Safety

Mr. Dale Blasko	Chief of Police	PSC	x9865
Mr. Robert Scholl	Sergeant		
Mr. Rich Adams	Police Officer		
Mr. Matt Arbster	Police Officer		
Mr. Todd Brant	Police Officer		
Mr. Rob Jones	Police Officer		
Ms. Jen Kominsky	Police Officer		
Mr. Simeon McClain	Police Officer		
Ms. Alice Panaro	Police Officer		
Ms. Autumn Shields	Police Officer		
Ms. Julie Bower	Dispatcher		

Registrar

Ms. Linda Smith	Registrar	ML 125	x7188
Ms. Elizabeth Cavanaugh	Records Assistant	ML 120	x7812

Student Services

Mr. Rick Fogle	Dean of Student Services	CH 219D	x9916
Ms. Leigh Hoffman	Assistant Dean of Student Services/Dir. of Orientation	CH 219C	x9954
Mr. Anthony Berich	Director of Athletics and Recreation	CH 201	x9949
Ms. Sheila Confer	Academic Village Coordinator	VH 107	x9905
Ms. Patty LaMantia	Director of the Health Center	CH 216	x9947
Ms. Rochelle Mason	Secretary	CH 219	x9917
Ms. Gayle Pamerleau	Director of the Counseling Center	CH 217	x9870
Mr. Brian Root	Assistant Director of Housing and Residence Life	CH 213	x7470
Mr. Troy Ross	Director of Housing and Residence Life	CH 219	x9953
Mr. Al Thiel	Director of Student Activities	CH 219H	x9991
Ms. Beth Tiedemann	Director of the Career Center	CH 219B	x7182
Ms. Linda Wagner	Secretary	CH 219	x7869
Ms. Sarah Young	Resident Director	Lyceum	x7606
Ms. Dorothy Zilic	Assistant Director of Career Services	CH 219B	x8040
Counseling Intern	Graduate MSW Student Intern	CH210	x9886

Technology (Pitt-Greensburg Technology Group)

Dr. Dave Robinson	Director, Computing and Telecommunications	FACH 229	x9927
Mr. Jeff Antal	Audio-Visual Expert	FACH 219	x9872
Mr. Matt Blair	Technology Expert	FACH 223	x7795
Ms. Tanya Conde	Technology Expert	FACH 224	x9869
Mr. Brad Graham	Systems Administrator	FACH 226	x7465
Dr. Keith Polonoli	Assoc. Dir. for Media & Instructional Technology Services	FACH 216	x7162
Mr. Bob Smith	Assoc. Dir. for Computing & Telecommunications	FACH 230	x9926
Mr. Jim Turkovich	Network Engineer	FACH 227	x9890

University Relations and Institutional Advancement

Ms. Jodi Kraisinger	Director of Institutional Advancement	LH 201	x9942
Ms. Courtney DeCarlucci	Manager, Foundation & Corporate Relations	LH 202	x9892
Mr. Joshua Gmys	Coordinator of Alumni Affairs	LH 109	x7496
Ms. Kristen Guynn	On-line Communication and Development Specialist	LH 208	x7850
Ms. Christine Guzik	Administrative Assistant	LH 203A	x7593
Ms. Susan Isola	Director of Media Relations	LH 203	x7741
Mr. Cletus McConville	Coordinator of Development	LH 105B	x7039

Faculty Personnel

Dr. Paul Adams	Political Science	FOB 214	x9863
Ms. Kearsten Adams	Freshman Seminar	ML 101B	x9173
Dr. Estrella Ang	Biology	SH B-20	x9692
Dr. Kristin Asplin	Psychology	FOB 133	x7161
Ms. Barbara Barnhart	Biology & Freshman Seminar	SH 131	x9938
Dr. Vicki Barnot	Education	FACH 231	x9946
Mr. Christopher Bartley	Music	FOB 119	x7010
Mr. Christopher Belasco	Social Science	FOB 104	x9923
Dr. Elisa Beshero-Bondar	English	FOB 204	x7195
Ms. Lisa Blahovec	Education		
Mr. Jonathan Bliss	Criminal Justice	FOB 104	x9923
Dr. Anthony Boldurian	Anthropology	SH B-14	x9989
Mr. Gregory Bondar	Anthropology	FOB 104	x9923
Ms. Elizabeth Boyle	Management	FOB 104	x9923
Dr. Katrina Brown	Physics & Natural Science	SH B-3	x7486
Dr. L. Todd Brown	Physics & Natural Sciences	SH B-4	x7466
Dr. Koreen Byrns	Biological Science	SH B-5	x9876
Dr. William Campbell	History/Religion	FOB 104	x9923
Ms. Diane Cheek	Biology	SH B-21	x7179
Ms. Sheila Confer	Freshman Seminar/Theater Arts	VH 102	x9905
Dr. Louis T. Congelio	Mathematics	SH B-5	x9876
Ms. Elizabeth Contreras	Spanish	FOB 121	x9923
Dr. Alicia Covarrubias	Spanish	PH 128	x9981
Ms. Kathryn Culver	Humanities	FOB 104	x9923
Dr. Anne M. Czerwinski	Communication	FOB 122	x7068
Mr. Gilbert DeBenedetti	Music	FOB 104	x9923
Dr. Bado DeFranco	Biology	SH B-5	x9876
Ms. Karen Dietrich	English	FOB 104	x9923
Mr. John Dittmar	Psychology	FOB 104	x9923
Mr. Gawain Emanuel	English & Director of Advising	ML 103	x8027
Dr. Benjamin Espinoza	Mathematics	FACH 236	x8033
Mr. Brian Estadt	English	FOB 104	x9923
Dr. Nancy Estrada	Spanish	PH 125	x9930
Mr. Luis Florez-Estrada	Spanish	FOB 104	x9923
Dr. Jeffrey Everly	Psychology	FOB 203	x7721
Dr. Jessica Everly	Psychology	FOB2 13	x7086
Dr. Jonathan Feinberg	English	FOB 104	x9923
Mr. Timothy Fetter	Psychology	FOB 104	x9923
Mr. Glenson France	Economics/Management	FOB 104	x9923
Mr. Charles Frederickson	Management	FOB 104	x9923
Mr. Dennis Gaal	Mathematics	SH B-5	x9876
Dr. Beverly Gaddy	Political Science	FOB 205	x9919
Dr. Ryad Ghanam	Mathematics	MCK 102	x7164
Ms. Jessica Ghilani	Communications	FOB 101	x7720
Dr. Donald Gibson	Sociology	FOB 200	x9873
Ms. Laura Giovannelli	Chemistry	SH-B 22	x9876
Dr. Sayre Greenfield	English	FOB 207	x7125
Mr. Clayton Gregg	Management	FOB 104	x9923
Ms. Susan K. Hahn	Information Science	FOB 211	x7762
Mr. Nicholas Hall	Criminal Justice	FOB 104	x9923
Dr. Wendy Hardy	Education	FACH 234	x9922
Dr. Gary D. Hart	Mathematics	FACH 238	x9698
Dr. Pilar Herr	History	FOB 220	x7028
Mr. Daniel Hitt	English	FOB 104	x9923
Ms. Leigh Hoffman	Freshman Seminar	CH 219	x9954
Dr. Richard Hoffman	Psychology	FOB 104	x9923
Dr. Kerry Holzworth	Biology	SH B-28	x9693
Mr. Thomas Horan	Criminal Justice	FOB 104	x9923
Dr. Jacqueline Horrall	Economics/ Behavioral Science Division Chair	FOB 218	x7482
Mr. Robert Imburgia	Mathematics	SH-B 5	x9876
Mr. David Iwig	Chemistry	SH B-5	x9876

Ms. Lori Jakiela	English	FOB 208	x7481
Dr. J. Wesley Jamison	VP for Academic Affairs/Information Science	LH 204	x9988
Ms. Elizabeth Jones	English	FOB 104	x9923
Ms. Jennifer Jones	Philosophy	FOB 104	x9923
Dr. Elaine Kelly	English	FOB 104	x9923
Mr. Gregory Kerpchar	Criminal Justice	FOB 104	x9923
Dr. Eric Kimball	History	FOB 214	x9878
Dr. Martha Koehler	English	PH 129	x9993
Dr. Edward Krisner	Mathematics	PH 135	x8041
Ms. Laurie Lash	Math	SH B-5	x9876
Mr. Jonathan Livingston	Social Science	FOB 104	x9923
Dr. Estela Llinas	Engineering/Mathematics	PH 127	x9696
Dr. Olivia Long	Biochemistry & Freshman Seminar	SH 122	x9891
Dr. Susan Lu	English	FOB 206	x7147
Mr. Michael Lucci	Mathematics	FACH 237	x7071
Dr. Matthew Luderer	Chemistry	SH B-1	x8038
Mr. Gary Lutz	English	FOB 133	x9918
Dr. Kelli Maloy	English	PH 130	x7760
Ms. Audrey Mamros	Chemistry & Biology	SH B-29	x8022
Dr. Kerry Manning	Political Science	FOB 104	x9923
Dr. Liz Marciniak	Criminal Justice	PH 131	x7484
Dr. Natasha Margulis	History	FOB 214	x9681
Dr. Melissa Marks	Education	FACH 232	x 7073
Mr. Adam Matcho	English	FOB 104	x9923
Dr. Lipika Mazumdar	Anthropology	FOB 123	x7925
Dr. Amber McAlister	Art & Architecture	FOB 215	x7467
Dr. Christine McCreary	Chemistry & Natural Science	SH B-25	x7767
Ms. Susan McKeever	Education		
Ms. Helga Mears	German	FOB 104	x9923
Ms. Linda Miller	Communication	FOB 104	x9923
Dr. Sunita Mondal	Economics	FOB 135	x7465
Ms. Cindy Mondi	Education		
Mr. Henry Moore	Management	FOB 104	x9923
Dr. Jeanne Moore	Education	FACH 233	x7597
Mr. Steven Murabito	English	FOB 209	x9986
Dr. Dean Nelson	Statistics	MCK 105	x8044
Ms. Stacy Netzel	Freshman Seminar	LH 208	x7042
Mr. Dylan Nice	English	FOB	x9923
Dr. Mary Grace O'Donnell	Mathematics	SH B-27	x9695
Ms. Pamela Ondeck	Management	PH134	x9995
Dr. Walter Orange	Mathematics	SH B-24	x7083
Ms. Christie Orlosky	Natural Science	SH B-5	x9876
Ms. Roberta Orr	Mathematics	SH B-5	x9876
Ms. Silvina Orsatti	Spanish	FOB 104	x9923
Mr. Ralph Padgett Jr	Mathematics	SH B-5	x9876
Dr. William Pamerleau	Philosophy	FOB 211	x9987
Ms. Jennifer Paul	Biology	SH B-18	x8031
Dr. Russell Phillips III	Psychology	FOB 137	x9932
Dr. John Prellwitz	Communication	FOB 202	x8043
Ms. Heather Price	English	FOB 104	x9923
Dr. Margaret Rechter	Business Management	FOB 210	x9685
Mr. Patrick Reider	Philosophy	FOB 104	x9923
Ms. Lauren Relovsky	Biology	SH B-5	x9876
Ms. Tess Riesmeyer	English	FOB 104	x9923
Ms. Karen Ricco	Math & Freshman Seminar	ML 102	x7491
Mr. James Ridilla	Management	FOB 104	x9923
Mr. Zach Rohlwing	Music	FOB 104	x9923
Mr. Richard Romano	Engineering Seminar	ML 101	x9990
Mr. Brian Root	Freshman Seminar	CH 219	x7470
Mr. Troy Ross	Freshman Seminar	CH 219	x9953
Dr. Ewa Rudnicka	Management	FOB 219	x7485
Dr. William Rued	Philosophy/Humanities Division Chair	PH 132	x9941

Ms. Kathleen Ruper	Accounting	FOB 104	x9923
Mr. Joel Sabadasz	History	FOB 104	x9923
Mr. Mitchell Sasala	Chemistry	SH B-5	x9876
Dr. Tim Savisky	Biology	SH B-23	x9944
Ms. Victoria Scalise	Economics	FOB 104	x9923
Ms. Kelly Scarff	English	FOB 104	x9923
Dr. Stephen Schrum	Theatre Arts	FOB 130	x7483
Dr. Lou Ann Sears	English	ML 240	x7098
Dr. David Seward	Classics	FOB 104	x9923
Dr. Timothy Sheets	Education	FACH 235	x8055
Mr. James Sherin	Engineering & Math	SH B-5	x9876
Mr. Barry Shields	Studio Arts	FOB 104	x9923
Dr. Jody Spedaliere	English	FOB 104	x9923
Dr. Mark Stauffer	Chemistry/ Natural Science Division Chair	SH B-22	x7822
Ms. Theresa Stauffer	Chemistry	FOB 104	x9923
Mr. Charles Stewart	Physics & Natural Science	SH B-5	x9876
Mr. Tom Strong	Theatre Arts	FOB 104	x9923
Mr. Phil Svesnik	Information Science	SH B-5	x9876
Mr. Joseph Szurek	Math, Information/Computer Science	PH 126	x9920
Ms. Beth Tiedemann	Career Exploration & Planning/Freshman Seminar	CH 219-B	x7182
Dr. Stacey Triplette	French & Spanish	FOB 132	x9179
Ms. Sharon Turchick	Accounting	FOB 134	x7868
Dr. David Turnshek	Astronomy	SH B-5	x9876
Ms. Meghan Tutolo	English	FOB 104	x9923
Ms. Beth Uhrinek	Mathematics	SH B-5	x9876
Ms. Marge Ulery	Computer/Information Science	FACH 239	x8039
Dr. Gretchen Underwood	Communication	FOB 136	x9935
Ms. Sharon Ustazewski	Computer Science	SH B-5	x9876
Dr. Jonathan Vallano	Psychology	FOB 120	x9994
Mr. James Vesco	Management	FOB 104	x9923
Ms. Judith Vollmer	English	FOB 201	x9894
Ms. Debbi Warnick	Psychology	FOB 104	x9923
Mr. William Weller	Chemistry	SH B-18	x8031
Mr. Charles Westbrooks	Criminal Justice	FOB 104	x9923
Dr. Frank Wilson	Criminal Justice/Sociology/Dir. of Academic Village	PH 124	x9969
Ms. Carin Winters	Freshman Seminar	ML 110	x7191
Dr. Thomas Wolf	Mathematics/Computer Science	FACH 240	x9699
Mr. John Wood	Chemistry	SH B-5	x9876
Ms. Dorothy Zilic	Career Exploration & Planning/Freshman Seminar	CH 219	x8040

APPENDIX B
University of Pittsburgh at Greensburg Alcohol Policy

Pennsylvania law states that no one under 21 years of age shall possess, sell, transport, or consume alcoholic beverages. Underage drinking violations are adjudicated in accordance with Pennsylvania statutes. **In addition, public intoxication and/or possession or consumption of alcoholic beverages by students or guests including those 21 or older anywhere on the Pitt-Greensburg campus, including the residence halls, or being knowingly present during an alcohol violation, is not permitted.** Alcohol is only permitted under specific approval of the administration.

Violation of this University of Pittsburgh at Greensburg policy can result in dismissal from the University. Students who violate this policy will be referred to the University's Personal Responsibility Initiated through Drug/Alcohol Education (P.R.I.D.E.) program. This program has been instituted for students who demonstrate an inability to comply with the University's alcohol policy and/or show evidence that may indicate loss of control over his/her behavior. The intent of this program is to develop a high level of alcohol awareness and to identify students with substance abuse problems early so that they may be referred to the University's network of support. Students who have any questions regarding the P.R.I.D.E. Program, should contact the Director of the Health Center, the Judicial Coordinator, or the Director of Housing and Residence Life.

Responsible Action Protocol

In addition to specific initiatives to address alcohol misuse, the University expects students to always demonstrate a concern for others. As such, all students are expected to alert appropriate officials in the event of any health or safety emergency – specifically including those involving the misuse/abuse of alcohol or drugs – even if violations of the Student Code of Conduct may have occurred in connection with such an emergency. Because the University understands that fear of possible actions may deter certain requests for emergency assistance, the University has adopted the following Responsible Action Protocol to alleviate such concerns and promote responsible action on the part of students. Responsible action under the Responsible Action Protocol includes seeking medical assistance for another person who is experiencing an alcohol emergency. In accordance with the Commonwealth of Pennsylvania law, a student under the age of 21 would be protected from prosecution for the possession or consumption of alcoholic beverages if law enforcement, including campus police, became aware of the possession or consumption solely because the student was seeking medical assistance for someone else. The student seeking the assistance must reasonably believe he or she is the first to do so, must use his or her real name with authorities, and must stay with the individual needing medical assistance until help arrives and the student's presence is no longer needed. The University has extended the policy behind this law to cover not only exemption from criminal prosecution but exemption from initiation of student judicial action as well. The requirements to receive this exemption mimic the Commonwealth law's requirements set forth above and only apply to the student seeking medical assistance for another person. In a situation involving imminent threat or danger to the health or safety of any individual(s), students are generally expected (1) to contact emergency officials by calling 724-836-9865 or 911 to report the incident, (2) to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation. The Responsible Action Protocol applies only to alcohol violations and does not apply to other criminal activity such as assault, property damage or presence of other illicit substances. Students who seek protection under the Responsible Action Protocol may be required to meet with a University official to discuss the situation. In addition, failure of students to take responsible actions in an emergency situation, however, may void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions when such failure to act otherwise constitutes a violation of the University rules, regulations or policies. A representative of a student organization hosting an event is expected to promptly call for medical assistance in an alcohol-related emergency. This act of responsibility may mitigate the judicial consequences against the student organization resulting from Student Code violations that may have occurred at the time of the incident. On the other hand, failure to call for medical assistance in an alcohol related emergency will be considered an "aggravating circumstance" and may affect the judicial resolution against the student organization and individual students if violations may have occurred.

APPENDIX C
Personal Responsibility Initiated through Drug/Alcohol Education (P.R.I.D.E.)

In general, any student who demonstrates an inability to comply with the University's alcohol and drug policies is providing evidence that may indicate loss of control over behavior. While one policy violation may not be cause for alarm, research tends to show that two or more may indicate a substance abuse or dependency problem.

It is recognized that each allegation in a judicial case must always be judged on a complete review of its own circumstances. The following guidelines, nonetheless, will be followed to respond to the growing seriousness of alcohol and drug violations and to insure uniform sanctions for similar offenses. After a case has been referred for judicial action, the following will occur:

First Finding or Admission of Responsibility: Adjudication through the University of Pittsburgh at Greensburg Student Judicial System or Residence Life will require an assessment interview, participation in an online alcohol or drug education

course, a post-course evaluation, a $50.00 fine, parental notification, and one year of either Residence Hall Probation or Persona Non Grata status from the residence halls. Additional sanctions may be assigned at the discretion of the Judicial Coordinator. Failure to attend and complete any of the assigned sanctions within the specified time period, will result in a judicial hold for each sanction not completed being placed on the student's account.

Second Finding or Admission of Responsibility:
An automatic fine of $100.00, eight hours of community service, parental notification, extension of Residence Hall Probation or Persona Non Grata status, and one year Disciplinary Probation will be imposed. Students will be required to meet with a university official and this individual may mandate that the student complete some or all of the following additional treatment or educational options:

1) Participation in the online alcohol or drug education course if not previously completed.
2) Attendance and participation in workshops or seminars pertaining to healthy lifestyle choices.
3) Referral to other student support services (e.g., Counseling Center, Learning Resource Center, etc.).
4) Educational requirements, including informational brochures, video, audio and interactive methods.
5) Outpatient drug and alcohol services at Southwest Behavior Care, Inc.

Failure to attend and complete any of the assigned sanctions within the specified time period, will result in a judicial hold for each sanction not completed being placed on the student's account, and the student may face Residence Hall Suspension.

Subsequent Findings or Admissions of Responsibility: Disciplinary probation or suspension will be considered. Residence Hall suspension will be imposed for residence hall students. Other sanctions will be at the discretion of the Judicial Coordinator or the Director of Housing and Residence Life.

Hosting a Violation: A $50 "host" fine and one month loss of visitation will be imposed upon any residence hall student that either (a) permits their room or apartment to be used to violate the alcohol or drug policy by any person not assigned to the room or apartment, including other residents or (b) has a registered guest that violates the alcohol or drug policy. These sanctions are in addition to any other sanctions incurred as a result of an alcohol or drug policy violation.

Knowingly Present: Students who are present during an alcohol or drug violation, but who are found not responsible for consumption, possession, providing, or hosting, will receive a lesser sanction. However, any subsequent violation of being "knowingly present" will incur sanctions consistent with a standard violation.

These sanctions are intended as guidelines and may be adjusted based on the nature and severity of an incident and previous disciplinary violations. <u>If a student is found responsible for providing alcohol to minors, more serious sanctions will be imposed.</u>

Judicial Holds: Failure to fulfill sanctions by the specified due date will result in a Student Services Judicial hold or "J" hold on the student's account that does not permit class registration, release of grades, transcript requests, library usage, etc.

Use of Monies Collected as Fines: All P.R.I.D.E. fines will be deposited in an account for use in drug and alcohol education.

In cases that are deemed immediately threatening to the health and safety of other individuals in the University, particularly in the case of illicit drugs, more serious sanctions, up to and including dismissal, will be considered instead of the above options. The primary aim of these guidelines is therefore meant to be educational, but these actions *are in addition to and not a substitute for* current sanctions under the <u>Pennsylvania Crimes Code</u>, the <u>Student Code of Conduct</u> or other University policies and procedures.

APPENDIX D

Buckley Amendment

A federal statute, commonly called the "Buckley Amendment", is designed to protect the privacy of students. Students have a right to obtain a copy of the University policy regarding the Buckley Amendment. It may be obtained in Room 120 Millstein Library (Office of the Registrar).

The University may establish categories of information known as "Directory Information" and release this information, without student consent, upon request by individuals external to the institution. Directory information includes the following information:

1) The student's name
2) The student's address, phone number and electronic mail address
3) The student's major field of study
4) Place of birth
5) The student's achievements, degrees, academic awards, or honors
6) The student's weight and height, if a member of an athletic team
7) The student's previous educational institutions
8) Participation in officially recognized activities and sports
9) Dates of attendance
10) The student's photograph

A student may request that no Directory Information be released without his/her written permission. When the Registrar receives a student's refusal to permit the release of "Directory Information", no further disclosures are made without that student's written consent (except to parties who have legal access to student records without written consent). The refusal to permit directory information is permanent. Rescinding of this action can be done by the student submitting the request in writing to the Office of the Registrar.

If you choose NOT to have Directory Information released, complete and return this form to the Registrar's Office, 120 Millstein Library.

NAME: _____

STUDENT ID #: _____

ADDRESS: _____

_____

I hereby request that no personal information concerning me be released without my signature of authorization.

SIGNATURE: _____DATE:_____

See Calendar of Important Dates for last day to submit form.

APPENDIX E
University of Pittsburgh Non-Discrimination Policy Statement

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, as fully explained in Policy 07-01-03, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs, please contact: University of Pittsburgh, Office of Affirmative Action, Diversity and Inclusion, Carol W. Mohamed, Director (and Title IX, 504 and ADA Coordinator), 412 Bellefield Hall, Pittsburgh, PA 15260 (412) 648-7860.

For complete details on the University's Nondiscrimination Policy, please refer to Policy 07-01-03. For information on how to file a complaint under this Policy, please refer to Procedure 07-01-03.

APPENDIX F
University of Pittsburgh Anti-Harassment Policy Statement

No University employee, University student, or individual on University property may intentionally harass or abuse a person (physically, verbally or electronically) when the conduct is severe or pervasive and objectively and subjectively has the effect of: (1) unreasonably interfering with such person's work or equal access to education, or (2) creating an intimidating, hostile, or offensive work or academic environment. Consistent with the University Nondiscrimination Policy and Sexual Harassment Policy, harassment on the basis of a legally protected classification, such as racial harassment or sexual harassment, is prohibited. This policy statement will be applied with due respect for the University's commitment to equality of opportunity, human dignity, diversity, and academic freedom, and, when constitutionally protected speech is implicated, only to the extent consistent with the First Amendment.

For more information, contact the Office of Affirmative Action at 412-648-7860, or refer to the Nondiscrimination Policy (07-01-03) and the Sexual Harassment Policy (07-06-04).

APPENDIX G
Statement on Sexual Harassment

Policy: The University of Pittsburgh is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates University policy as well as state, federal and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, researchers, staff, students, vendors, contractors and visitors to the University.

It is also a violation of the University of Pittsburgh's policy against sexual harassment for any employee or student at the University of Pittsburgh to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual who, after thorough investigation, and an informal or formal hearing, is found to have violated the University's policy against sexual harassment will be subject to disciplinary action, including, but not limited to reprimand, suspension, termination or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

Definition: Sexual harassment is any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is an explicit or implicit condition of employment or academic success; 2) submission to or rejection of such conduct is used as the basis for an employment or academic decision; or 3) such conduct has the purpose or effect of a) unreasonably interfering with an individual's work or academic performance; b) creating an intimidating, hostile or offensive work or academic environment, or 4) Such conduct, if repeated, is reasonable likely to meet standard set forth in number 3 immediately above.

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. Sexual harassment can occur on University premises or off campus at University sponsored events. It can occur between members of the same gender as well as between members of different genders.

Sexual Harassment standard when constitutionally protected speech is implicated:
When constitutionally protected speech is implicated, this policy will be applied only to the extent consistent with the First Amendment. In addition to meeting [the general standard set forth above] to rise to the level of prohibited sexual harassment when constitutionally protected speech is implicated, the law requires a tenable threat of material and substantial disruptions of University operations or interference with the right of others.

Sexual Assault Can Be Sexual Harassment!
Sexual Assault/Sexual Harassment is illegal; the University of Pittsburgh will not tolerate such illegal activity. Complete details of the University's Sexual Harassment Policy may be found and read in its entirety at http://cfo.pitt.edu/policies/policy/07/07-06-04.html . This policy provides a variety of individuals on each University of Pittsburgh campus who should be contacted with questions or concerns. It is important that individuals who believe they are victims of any form of sexual harassment or sexual assault immediately contact the University's Title IX Coordinator on the Oakland Campus at 412-648-7860, Sexual Assault Services on the Oakland Campus at 412-648-7856 or the Title IX Liaison or Sexual Harassment Contact designated for each Regional Campus as indicated in Policy 07-06-04 (link above). It is equally important that all criminal activity be reported to the Campus Police.

Assistance: The Office of Affirmative Action is available to all members of the University community to answer questions and to provide assistance on this and related matters. For further information or assistance regarding sexual harassment, please call any of the following resource staff: Pittsburgh Campus - Office of Affirmative Action (412) 648-7860; Carol Mohamed, Office of Human Resources (412) 624-1209; Patricia E. Beeson, Office of the Provost (412) 624-0790; University Student Judicial System (412) 648-7910; Bradford Campus - K. James Evans or Holly J. Spittler, (814) 362-7650; Johnstown Campus -Robert J. Yaskanich, (814) 827-4437. Greensburg Campus – Ms. Mary Anne Koleny, LH 108, (724) 836-9902 (for staff); Ms. Leigh Hoffman, CH 219, (724) 836-9954 (for students); or Dr. Martha Koehler, PH 129, (724) 836-9993 (for faculty);

For confidential counseling services, please call any of the following offices: University of Pittsburgh Counseling Center (412) 648-7930; Sexual Assault Services (412) 648-7856; Faculty and Staff Assistance Program (412)647-3327 or (800) 647-3327; Greensburg Campus Counseling Center: Ms. Gayle Pamerleau, CH 217, (724) 836-9870.

APPENDIX H
Poster and Sidewalk Chalk Policy

All certified Pitt-Greensburg student organizations, University departments and official University committees may request approval to chalk sidewalks on campus, as well as for posters to be displayed on campus in the Office of Student Services. Approval for chalking and posters publicizing non-profit, non-University groups will be determined on a space available basis. Posters and chalk advertising for profit enterprises will not be approved.

1) All posters must be approved, stamped and dated by the Office of Student Services, Chambers Hall 219. Posters will be removed after the publicized event has occurred or after having been posted for ten days. Non-approved posters will be removed.
2) The Office of Student Services must be notified prior to the event of activity if a student organization, University department, or official University committee requests to chalk an advertisement on a sidewalk at Pitt-Greensburg.
3) The name of the sponsoring organization must be prominently displayed on each poster, or written by the chalked advertisement.
4) Poster size must not exceed 17"x 24".
5) Only water soluble chalk may be used.
6) As posters and sidewalk chalk may be viewed by everyone without the exercise of individual choice, signs that contain profane, indecent or obscene expressions will not be approved.
7) Posters may be displayed at all campus locations except the walls of the Faculty Office Building, Millstein Library and Lynch Hall. Posters also must not be hung on the non-glossy painted walls in Smith Hall or Chambers Hall. Posters must be hung with masking tape. Sidewalks eligible to be chalked are those that can be rained on without obstruction of trees, overhangs, or rooflines. Walls Trees, stairs or other campus structures may not be chalked.
8) Posters and messages publicizing the distribution or consumption of alcoholic beverages will not be approved.
9) Posters and messages containing statements which violate the spirit of the University's Affirmative Action Policy will not be approved.
10) Posters may be placed on classroom windows but not on glass doors or exterior windows.
11) Violations of the poster and sidewalk chalk policy and/or damage to sidewalks, building surfaces, wood work, doors, windows, furniture and painted areas will result in removal and damage charges, loss of future privileges, and/or other disciplinary action.